

CITY OF ISSAQUAH
CLASSIFICATION DESCRIPTION

RECREATION SUPERVISOR

SUMMARY:

A position in this class is responsible for the planning, organizing, implementing, administering, coordinating, promoting, budgeting and evaluating recreational services for a major recreational program or facility.. An incumbent provides oversight of all operations, personnel, program, policies, customer service, contracts, suppliers and community relations and acts as liaison with other local, state and federal agencies and the community on these programs and services. The work is performed independently referring unusually sensitive problems to the Division Manager.. An incumbent makes budget recommendations and has responsibility for administering and monitoring the budget as well as the authority to make recommendations regarding new program development. The work requires excellent communication and human relations skills and a great deal of public contact.

SCOPE:

Reports to: Assigned Division Manager

Supervises: Supervise Parks & Recreation professional and non-professional staff and varying number of seasonal, part-time and volunteer instructors, coaches, sports and program specialists and other volunteers.

Performs work in new and varied situations in accordance with broad departmental goals and objectives under managerial direction from supervisor within the Issaquah service area. Exercises considerable independent judgment in performing assignments of an on-going nature.

DISTINGUISHING CHARACTERISTICS:

A position in this class is distinguished from the Recreation Coordinator and Aquatics Coordinator by broader responsibility for planning and developing recreation programs and services and by responsibility for the supervision of incumbents in various professional and nonprofessional positions and negotiates contracts of a complex and fiscally important nature.

WORK ENVIRONMENT:

Work is performed both in an office setting and at the sites of recreational activities. Work occasionally requires active participation in program activities, requiring varying degrees of physical exertion.