

RECREATION AND LIBRARY SUPERVISOR

DEFINITION

To plan, organize, direct and supervise assigned recreation, library and related community services activities and programs and facility operations within the Parks, Recreation and Libraries Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a higher level manager.

Exercises direct supervision over assigned professional, technical, and support staff, as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

All Functional Areas:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned recreation and/or library program activities and operations; and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the development and implementation of department programs.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Supervise assigned programs which may include adult/youth sports, youth/teen services and preschool/childcare, aquatics, senior services, cultural arts, literacy, education and adaptive recreation; supervise operation of museum/interpretive facilities, sports centers, libraries and community centers and associated concessions.

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Create and supervise promotion of department programs and services through flyers, pamphlets, brochures, public service announcements and news releases; prepare current website information related to programs and services; organize and hold public events.

Develop and implement programs, activities, and events to promote library use and awareness of library services.

Perform the most difficult professional work in providing reference and reader's advisory services to the public; provide technical expertise related to the purchase, classification, cataloging, and discarding of collection development.

Oversee maintenance, use, and security of assigned facilities; oversee department technology related to automated systems, databases and related hardware and software used by staff and customers; oversee and participate in the installation of software, system configuration and software and hardware troubleshooting.

Evaluate operations and activities of assigned unit/section; implement improvements and modifications; prepare various reports on operations and activities; plan and forecast future technology needs and improvements to enhance department services and activities.

Coordinate assigned unit/section activities with other City divisions or departments.

Develop, plan, coordinate and implement special events.

Oversee planning and conducting of emergency drills, oversee safety of facilities, ensure off-site excursions meet safety and city liability requirements.

Coordinate the use and scheduling of facilities by other agencies and private individuals; work with other city departments and divisions to ensure proper maintenance and safety of facilities to assigned program areas.

Determine and plan for part-time and seasonal hiring and volunteer needs; assist in recruiting, hiring, and training.

Assist in recruiting and overseeing volunteer services associated with facility operation; develop a comprehensive volunteer program.

Assist in the preparation of short and long term business and strategic plans as they relate to assigned activities.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

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Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

Youth Development Functional Area:

Oversee operations and activities of multiple before and afterschool child care sites. Evaluate operations and activities and make program improvements and modifications.

Oversee planning of annual calendars of childcare activities and events; outline related lesson plans for the year.

Interact with local and State regulatory agencies regarding compliance with child care licensing requirements and related health and safety matters; resolve related questions or concerns.

Develop program participant behavior and discipline guidelines and implement at assigned programs.

Ensure compliance with various funding source requirements, including submission of curriculum plans, theme development and follow-up reporting; ensure staffing-to-participant ratio requirements.

Assist in determining fees, charge and tuition; oversee collection of fees and tuition.

MINIMUM QUALIFICATIONS

Knowledge of:

All Functional Areas:

Principles and practices of community recreation/library programming and facility management.

Principles and practices of library science, including application and use of information technology systems.

Public library service development and policies and procedures.

Principles and practices of collection development, circulation, programming information and technical services.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring, cash control and related accounting practices.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Youth Development Functional Area:

Operational aspects of a licensed childcare program facility, including program activities.

Ability to:

All Functional Areas:

Organize, implement and direct assigned recreation and/or library programs and operations.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently walk, bend, stoop or twist to inspect recreation facilities; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Market programs to identified groups.

Oversee technology systems associated with the operations..

Prepare a variety of reports and maintain accurate records and files.

Obtain certifications specific to assignment.

Operate a personal computer with proficiency and familiarity.

Work weekends and evening shifts as required.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Youth Development Functional Area:

Plan, organize and oversee the operations and activities of childcare program facility.

Experience and Training

Experience:

Three years of increasingly responsible professional experience in recreation or library operations and/or programming, including one year of lead responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of First Aid and CPR Certificates as issued by the American Red Cross within six months of hire.

10-20-22

05-11-19 Recreation and Library Supervisor

08-08-14

08-25-12 Recreation Supervisor

09-16-10

04-05-05

03-16-05

07-01-02

10-23-01

06-01-98 Senior Parks & Recreation Supervisor

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05-06-97	Senior Recreation Supervisor
06-28-95	
05-09-91	General Recreation Supervisor I
10-01-88	
07-01-79	
01-26-78	General Recreation Supervisor
10-30-73	
65	
64	Recreation Supervisor