



MARIPOSA COUNTY

Human Resources · (209) 742-1379



RESOLUTION - ACTION REQUESTED 2019-343

MEETING: June 18, 2019
TO: The Board of Supervisors
FROM: Kimberly Williams, Human Resources Director
RE: Approve Proposed Amendments to the Recreation Supervisor Job Description

RECOMMENDATION AND JUSTIFICATION:

Approve Proposed Amendments to the Recreation Supervisor Job Description.

The Human Resources Department has been recruiting for the Recreation Supervisor position since April 3, 2019 with no success. The recruitment was recently closed to pursue amendments to the job description before going out for recruitment again. The incumbent in this position was recently promoted, and filling the vacancy is proving to be very difficult based on the current restrictive qualifications.

Proposed changes include receiving direction from the Facilities and Recreation Services Manager along with the Director of Public Works and Transportation, and broadening the Minimum Qualifications to allow applicants to obtain specifically required certificates within one year of employment. Human Resources staff in concurrence with the Director of Public Works and Transportation has determined that these changes will result in a larger qualified candidate pool when recruiting for this position in the very near future.

The Recreation Supervisor is critical to the Parks and Recreation Division of the Public Works Department because this position administers Parks and Recreation activities and provides management and administrative support for that office. The continued vacancy of this position is placing an extreme hardship on current staff as they strive to maintain the flow of activities with the busy summer months ramping up.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time the Board approves amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve proposed amendments to the Recreation Supervisor job description and continue with the current job description that would most likely result in another

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unsuccessful recruitment.

ATTACHMENTS:

Recreation Supervisor-Draft with Changes (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey

RECREATION SUPERVISOR

DEFINITION

To plan, organize, and administer the Parks and Recreation activities in the Facilities Division; to schedule, supervise and direct staff, manage the use of County-wide recreational facilities; to provide responsible management and administrative support for the Parks and Recreation Office.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities and Recreation Services Manager and the Director of Public Works and Transportation.

Exercises supervision over assigned staff, including Recreation Aides and Leaders, Lifeguards, and seasonal workers.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, organizes, schedules, and directs County recreation programs, activities and events in the areas of aquatics, competitive sports arts, crafts, and others.

Selects, trains, supervises, motivates, counsels and evaluates the performance of assigned staff; recommends disciplinary actions as appropriate.

Assists in evaluating programming through review of participant evaluations and public comment.

Provides professional assistance to members of County departments and committees on recreational programs and related matters; assists with coordinating division activities and services with other departments, agencies and organizations as appropriate.

Schedules and coordinates the use and maintenance of recreational facilities with County, Departments, outside organizations and agencies and individuals.

Promotes division programs, activities and events to the public, including preparing publicity materials for public distribution.

Plans and implements fundraising events and assists with preparing grant applications and proposals for program/project funding.

Interprets and enforces division rules, regulations, policies and procedures associated with recreational programs, activities, events, staff and facilities.

Assists with preparing and administering contracts for goods and services in assigned areas of responsibility.

Assists with the preparation of the division budget; tracks expenditures, collects, records and deposits various fees; prepares and posts monthly billings; prepares financial statements and reports as required.

Establishes and maintains accurate and complete division records; prepares and submits reports as required.

Represents the division in various County and community meetings as required.

Receives and responds to inquiries, concerns and complaints regarding division programs, activities and personnel.

Takes appropriate steps to help ensure safety of all citizens that use County recreational facilities and properties, attend special events, and take part in any activity offered by the division.

Monitors grounds and facilities for safety, hazard conditions, and routine maintenance needs; coordinates facility maintenance needs with outside vendors and contractors.

May administer CPR or provide first aid assistance to program participants and staff as necessary.

Assists in managing the County cemeteries, performing such duties as assisting families in completing various required forms; assigning and coordinating the preparation of burial plots; coordinating the use of chapels for services; interpreting policies and procedures; and maintaining related records.

Performs related work as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

Methods of planning, implementing and evaluating recreational programs.

Competitive sports programming for all ages.

Basic principles of supervision and training.

Budget preparation and financial record-keeping practices.

Routine building and grounds maintenance practices.

Modern office practices and technology, including the use of computers for data and word processing. English usage, spelling, grammar and punctuation.

Basic business arithmetic.

Safe work practices.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes, and ordinances.

Plan, organize and direct a variety of office and recreation activities.

Understand and carry out oral and written instructions with minimal supervision.

Provide effective staff training and supervision as assigned.

Effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Prepare basic budgets and effectively administer financial transactions.

Plan, organize and implement recreational activities and programs which meet the needs of the community served.

Exercise sound, independent judgment within general policy guidelines.

Compile, analyze, and summarize information related to recreational programs and activities.

Maintain a positive public image of the division programs and services through contact with the media and general public.

Communicate clearly and concisely, both orally and in writing.

Interpret division projects and programs to the public.

Represent the division effectively in meetings with others and make presentations to various groups.

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

Effectively use computers for word processing and records management.

Type accurately at a rate required for successful job performance.

Maintain accurate records and prepare clear and concise reports and correspondence.

Perform mathematical computations with accuracy.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent travels to various work sites throughout the County, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals. Worker may need to work past normal office hours for meetings and other events.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Two years of increasingly responsible recreation programming and administration experience.

Education:

High school or GED equivalency is required.

Substitution:

Graduation from an accredited two-year college with an Associate's degree

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of or the ability to obtain a valid Lifeguard certificate within one year of employment.

Possession of or the ability to obtain a valid Water Safety Instructor certificate within one year of employment.

Possession of or the ability to obtain an American Red Cross Lifeguard Training Instructor certificate within 18 months of employment.

Ability to pass the California Department of Justice fingerprinting clearance.

Current TB test.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 10/15 (B/S Res. 15-478)
Revision Date: 06/19 (B/S Res. 19-343)