

## Exhibit 5

CITY OF CARSON  
18422-064

City Council Reso. No. ~~04-~~

Bargaining Unit: AME  
FLSA: Exempt

### RECREATION SUPERINTENDENT

#### **Job Summary:**

Under general direction, manages the operations of the Recreation ~~and Human Services Division~~ including Division, within the Community Services/Parks & Recreation Department. This includes program development and evaluation, program scheduling, implementation and program promotion and marketing of assigned programs; coordinate Recreation ~~and Human Services~~ activities with other divisions and departments; provide highly complex staff assistance to the Director of Community Services; act as the Director of Community Services/Parks & Recreation in the Director's absence.

#### **Supervision received and exercised:**

Receives administrative direction from the Director of Community Services; ~~Exercises/Parks & Recreation; exercises~~ direct and indirect supervision over lower level managerial, professional, technical, and clerical personnel.

#### **Essential Duties and Responsibilities:**

(The functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments).

1. ~~Under the direction of the Director of Community Services:~~ Plans, organizes, coordinates and directs through subordinate supervisors, employees, consultants, contractors, and work teams for the development and implementation of community recreation, leisure, athletics, aquatics, ~~arts, human services, disability services, stroke center and senior citizens and arts~~ programs and services.
2. Manages and oversees department projects including facility renovations, park development, and other capital improvements; ~~reviews.~~
3. Reviews, develops, negotiates, and manages contracts and agreements with consultants and third-party vendors; ~~coordinates.~~
- 2-4. Coordinates projects with other City departments, governmental agencies and private organizations.
- 3-5. Assists in the negotiation and administration of joint-use and funding agreements and contracts with other public and/or private agencies.
6. Supervises ~~Prepares~~ the preparation division budget and administration of program budgets controls budget expenditures, and assists manages contracts and agreements with the preparation and administration of the department budget; participate in consultants and third-party vendors.
- 4-7. Participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; ~~administer the approved budget. Monitors budget and approves expenditures as required.~~
- 5-8. Participates in strategic planning for departmental and division activities; and develops short and long-range goals for park facilities and program functions.
- 6-9. Analyzes community needs, including capital facilities planning. Develops and monitors standards and service delivery levels. Allocates staff and resources according to priority.

- ~~7-10.~~ Recommends staff appointments, establishes employee performance standards, and implements discipline and prepares performance evaluations. ~~Analyzes needs and develops and implements training programs. Directs and provides guidance to subordinate supervisors, employees, consultants, contractors and work teams.~~
- ~~11.~~ Works closely with citizen advisory boards, Analyzes needs and City develops and community officials to provide technical assistance and advice. implements training programs.
- ~~12.~~ Researches, prepares and presents oral and written reports to City Council, ~~Parks.~~
- ~~8-13.~~ Serves as technical and professional advisor, provides staff support to and Recreation Commission, and other oversight of related commissions, ~~committees,~~ and boards.
- ~~9-14.~~ Prepares a wide variety of memos, reports and correspondence regarding ~~department~~ Department and Division activities and operations.
- ~~10-15.~~ Represents the Department and Division in City Council, commission, committee, staff, and public and private agency meetings regarding services, activities and programs.
- ~~11-16.~~ Facilitates community participation, creating community consensus, working with a wide variety of diverse individual and community organizations. ~~Serves as liaison between city and other civic and community non-profit groups. Respond to public inquiries, request and concerns. Analyzes complex Parks and Recreation issues, problems and concerns. Develops and facilitates the implementation of effective solutions.~~
- ~~12.~~ Serves as liaison between city and other civic and community non-profit groups. Ensures implementation of Department Blueprint, a purpose-driven program (P.D.P.) method of planning, implementing and evaluating Division special events.
- ~~17.~~ Oversee
- ~~18.~~ Responds to public inquiries, requests and concerns.
- ~~19.~~ Analyzes complex Parks and Recreation issues and concerns; develops and implements effective solutions.
- ~~20.~~
- ~~13.~~ Oversees the implementation and evaluation of ~~staff proactive committee program~~
- ~~14.~~ Oversee the implementation and evaluation of Department Division volunteer program and teen center
- ~~15-21.~~ May exercise direct supervision of Aquatics, Kids Club (Afterschool and Seasonal Day Camp programs), Reservations, and Family Support sections of the Recreation and Human Services Division.
- ~~16-22.~~ Serves as a Primary Emergency Response team member in the event of an emergency or disaster, as assigned by the City Emergency Plan.
- ~~17.~~ Acts on behalf of the Director of Community Services in his/her absence.
- ~~18-23.~~ Researches funding sources and implements fundraising efforts. Oversees grant application preparations. May administer Community Foundation.
- ~~24.~~ Maintains knowledge of current trends and offers innovative approaches to providing community services recreation programs.
- ~~25.~~ Acts on behalf of the Director of Community Services/Parks & Recreation in his/her absence.
- ~~19-26.~~
- ~~20-27.~~ Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

Bachelor's degree in recreation administration, public administration or field related to assigned area from an accredited college or university. Five (5) years of increasingly responsible experience in leisure, ~~Human Services~~ or Recreation programming. Two of these five years must have been at a supervisor level, and with work specifically in program development and management. A Master's degree in Recreation or Public Administration preferred.

**Knowledge of:**

- Principles and practices of Recreation ~~and Human Services~~ program development, marketing, and administration. ~~Pertinent federal, state and local law, regulations and rules.~~
- Pertinent federal, state and local law, and regulations.
- Capital improvement project development and management.
- Modern office procedures, methods and computer equipment.
- Principles and practices of policy development and implementation, and organizational analysis and management.
- ~~Principles and practices of organizational analysis and management~~
- Effective practices of an Emergency Operations Center (EOC).
- Budgeting procedures and techniques.
- Principles and practices of supervision and training.
- Business principles and practices relating to operating self-supporting cost centers.

**Skill and Ability to:**

- Develop and direct comprehensive Recreation ~~and Human Services~~ programs.
- Analyze problems, identify alternative solutions, and project consequence of proposed actions; implement recommendations in support of goals.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Interpret and apply federal, state and local laws and regulations.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- ~~Utilize computer software programs including, but not limited to: RecPro, ACTIVE Net, Word, Excel, Outlook, PowerPoint, Explorer, Legistar and Tyler Muni software.~~
- Effectively communicate verbally and in writing, including making public presentations and preparing comprehensive written reports.
- Ability to communicate orally and in writing with elected and appointed officials.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Utilize computer software programs including, but not limited to: ActiveNet, Microsoft Office Suite, Legistar, and Tyler Munis.
- Manage and direct full-time and part-time personnel.
- Provide counseling and mediation.
- Interpret, instruct, advise, and direct the workforce as it relates to City and Department policies, procedures, standards, and requirements.
- Utilize a variety of advisory and design data and information, including financial reports, job specifications, marketing materials and request for proposals.

**License:**

- Possession of a valid CA Class C Driver's ~~Driver~~ License, and requirement to join the City's DMV Pull Notice program.

EOC training and certification highly desirable.

~~Playground equipment inspection training and certification highly desirable.~~

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds which is an infrequent aspect of the job.
- ~~• Ability to manage and direct a full-time and part-time work group including the ability to provide counseling and mediation. Ability to lead, persuade, and effectively train others.~~
- ~~• Ability to interpret, instruct, advise, and direct the work force as it relates to City and department policies, procedures, standards and requirements.~~
- ~~• Ability to utilize a variety of advisory and design data and information such as:~~
  - ~~• Policy and procedural manuals~~
  - ~~• City municipal codes~~
  - ~~• Computer software operating manuals, work plans and schedules~~
  - ~~• A variety of reports and forms, budget and financial statements~~
  - ~~• Job applications, performance evaluations, interoffice memos, non-routine correspondence,~~
  - ~~• Service request, invoices, requisitions, promotional / marketing materials,~~
  - ~~• Construction plans and specifications, request for proposals. (RFP's),~~
- Is subject to inside and outside environmental conditions.
- Is required to use personal vehicle in the course of employment.
- Is required to work evenings or weekends.
  
- ~~• Operate personal computer and office-related machine equipment.~~