



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 976.5

Job Title: **SENIOR RECREATION SPECIALIST**

Pay Grade: 14

GENERAL SUMMARY:

Supervises and directs the operations and personnel of a recreation center.

RESPONSIBILITIES:

- Supervises, trains and evaluates personnel and assigned work activities to ensure quality work standards are maintained.
- Develops and administers recreational program for citizens of all ages.
- Inspects playground equipment to ensure safe play and work conditions.
- Schedules special events, building and equipment rentals and referees.
- Submits weekly and monthly financial reports and program attendance.
- Maintains public relations by responding to inquiries and preparing pamphlets and brochures concerning recreational programs.
- Tutors and counsels program participants.
- May organize summer job referral program.

SPECIFICATIONS:

KNOWLEDGE:

An Associate's degree in physical education, art or a related field is required. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

One year of experience in recreation or education is required.

Full time recreation or educational experience may be substituted for the above education requirement on a year-to-year basis.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Recreation Assistant
- Recreation Specialist
- Senior Recreation Specialist
- Recreation Supervisor

Effective: October 1990

Revised: January 2015