



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 976.7

Job Title: **RECREATION SUPERVISOR**

Pay Grade: 16

GENERAL SUMMARY:

Supervises personnel in providing leisure recreational programs for the general public by responding to community requests and offering programs to satisfy their objectives.

RESPONSIBILITIES:

- Supervises section. Schedules and reviews work, trains and evaluates employees.
- Identifies instructors for programs and develops course schedules.
- Assists public in planning events and securing permits.
- Trains staff on office procedures such as payroll, log books, schedules, computer input, and contracting and scheduling instructors.
- Plans, organizes, and implements on-site programs.
- Monitors procedures for operation of programs and services within unit.
- Assists in the production of program manuals for recreational services.
- Surveys and evaluates programs and services.

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:

Two years of experience in recreation or education are 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 fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

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 scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

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