



COUNTY OF YORK JOB DESCRIPTION
Recreation Supervisor II
CS/Parks, Recreation and Tourism

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for performing professional recreational work in addition to supervising and directing the activities of Recreation Supervisors I. Oversees the coordination, supervision, and administration of recreational activities and programs for the Parks, Recreation and Tourism Division. Approves and coordinates the use of school and park athletic recreational facilities. Evaluates programs for overall program effectiveness and makes recommendations for improvements. Prepares the annual operating and capital budgets for approval by the Recreation Manager. Manages daily operations of the division as required. Represents the County on a variety of boards, commissions, and committees. Work is performed under minimal supervision.

ESSENTIAL JOB FUNCTIONS

Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.

Hires, supervises, assigns and reviews the activities of the Recreation Supervisor I positions engaged in directing, coordinating, and supervising certain County-sponsored recreational programs and school/park facilities; ensures employees receive proper training, and resolves problems for non-routine situations that arise; oversees administrative support position and assists incumbent with the design and production of a divisional quarterly program guide and other brochures; conducts staff meetings to discuss issues, problems, goals and objectives.

Evaluates programs and facility operations for overall effectiveness and makes recommendations to the Parks, Recreation and Tourism Manager on major revisions or expansions of programs/facility operations. Proposes new services/programs. Compiles and analyzes data and statistical information; prepares reports and correspondence; performs research for and writes special studies; conducts surveys as needed.

Assists the Parks, Recreation and Tourism Manager with planning, research, budgeting, and goal setting for the division; assumes management responsibilities for daily operations as needed.

Works as part of a County team to plan for and coordinate large events in Yorktown, supervising many of the logistics and coordinating with numerous federal, state, and community organizations.

Negotiates and administers contracts for various services and leases for certain facilities utilized by the Division; including special event contracts, temporary services employment agency contract for July 4th and pier management contract; prepares and manages the Division's operating and capital budgets.

Participates in major projects such as the design of the County's first athletic field complex; works with General Services, the design group, and various consultants to design the County's athletic field complex; attends numerous meetings, reviews plans, visits other complexes, researches information, and designs field layouts and facilities for the complex.

Approves and coordinates the use of indoor and outdoor athletic/recreational facilities at all elementary and middle schools and parks by school athletic programs, community organizations and Parks, Recreation and Tourism programs.

Serves as a staff liaison or County representative on boards, commissions, and committees that are either community based, historical interdepartmental, or under the auspices of the Board of Supervisors.

Responsible for all technical aspects of the Division's RecTrac computer software; configures, trouble shoots, programs, and maintains computer systems; provides guidance to employees on computer issues. Development and oversight of the division's web sites and social media accounts and serves on the County's Internet Review Committee.

Serves as the Volunteer Coordinator for County government; refers, recruits, and coordinates interested individuals and groups to a variety of County and non-County agencies for volunteer work. Prepares and presents an annual report to the Board of Supervisors on volunteer contributions and services to the County.

ADDITIONAL JOB FUNCTIONS

During emergencies, assists in staffing the Emergency Operations Center, assessing storm damage, and assisting with other divisional tasks.

Responds to after-hours calls, and performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of recreational principles and practices, and general knowledge of the area to which employee is assigned, such as gerontology, athletics, etc.

Thorough knowledge of personal computers and of word processing and spreadsheet software.

Thorough knowledge of supervisory principles and practices.

Effective oral and written communication skills.

Ability to plan and implement recreational activities and to prioritize multiple projects and responsibilities.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a bachelor's degree in recreation, public administration or a related field, and 5 to 7 years of progressive and responsible experience in recreation work.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires an acceptable background check. Designation as a CPRP (Certified Park & Recreation Professional) is desirable.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate common office equipment such as personal computers, typewriters, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Much of the work is sedentary in nature and involves sitting at a desk or in front of a computer, while doing administrative work. When retrieving supplies and monitoring programs and facilities, work involves some bending, stooping, climbing of stairs, and walking. There is occasional lifting of boxes and tables and chairs, usually nothing weighing any more than 50 pounds, except when assisting with special events. Some of the equipment and lighting weighs up to 75 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions, and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of reports, letters and memos, forms, etc. Requires the ability to prepare correspondence, reports, forms, news releases, statistics, work orders, payroll forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions, and the ability to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and various hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____