CITY OF SANTA CRUZ
RECREATION SUPERINTENDENT

Reports to: **Director of Parks and Recreation**
Supervises: **Museum Curator, Auditorium Supervisor and/or Community Center Coordinator, Recreation Program Coordinators, Recreation Leaders and other various temporary classes as assigned.**
Designation: **Management**

BASIC FUNCTION

Under administrative direction, a Recreation Superintendent directs and supervises an assigned portion of the City's recreation operations, including the planning, development, promotion and evaluation of recreational programs; the supervision and coordination of day-to-day operations; and the development and operation of recreational facilities. Assigned areas of responsibility may include any combination of: ocean and/or park aquatic activities; sports programs; special-interest classes; senior citizen programs; handicapped programs; facility rentals; playground and youth activities; administrative services; cultural programs; the City Museum; the Civic Auditorium; and the Louden Nelson Community Center.

TYPICAL DUTIES

- Studies the recreational needs of the community.
- Plans, develops and organizes recreation programs and activities to offer a well- rounded recreation program to the public.
- Evaluates the effectiveness of current and new programs.
- Conducts studies and prepares reports of recreation needs, facilities usage and community services as assigned.
- Provides significant input to long-range plans for Recreation operations in the form of written or oral reports.
- Develops procedures and systems for program registration and facilities scheduling.
- Prepares annual budget for assigned areas of responsibility and maintains budget control of expenses throughout the year.
- Prepares grant applications, contracts, agreements and written reports.
- Oversees the collection and reporting of funds.
- Reviews and approves the use and scheduling of recreational facilities.
- Assists in the planning and coordination of recreation facility renovation and development projects.
- Coordinates the promotion of City-wide recreation and community services with other Recreation Superintendent(s) and program staff.
- Oversees the preparation of department publications and press releases.

- Selects, trains, develops, schedules and evaluates personnel in assigned areas.
- Establishes and maintains effective working relationships with citizens, City staff, school districts and other governmental agencies.
- May represent the department at committee and commission meetings as assigned.
- May perform other departmental administrative, budgetary and public relations matters as directed.

MINIMUM QUALIFICATIONS

Knowledge and Abilities

- General knowledge of the principles and practices of planning, directing and promoting recreational programs.
- Knowledge of the principles and practices of facility operations and scheduling.
- Some knowledge of the principles of public administration and budgeting.
- Ability to write clear and concise reports, correspondence, publications and press releases.
- Ability to make effective oral presentations.
- Ability to effectively train and supervise staff.
- Ability to establish and maintain effective working relationships with citizens, City staff, governmental agencies, community groups and the media.
- Ability to develop and maintain administrative procedures and budgets.
- Ability to conduct effective analyses of programs, services and facilities.

Licenses

- Possession of a valid California driver's license at date of hire and safe driving record; or ability to provide suitable transportation that is approved by the appointing authority.

Education and Experience

Any combination of education and experience that provides the knowledge and abilities listed is qualifying. A typical way to obtain these qualifications would be through:

- A Bachelor's degree from an accredited college in recreation or a related field and
- Three years progressively responsible working experience in recreational program design and implementation.

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