



## City of New Brighton, Minnesota Position Job Description

### Recreation Supervisor – Administrative and Outreach

**Department / Location:** Parks and Recreation / New Brighton Community Center

**Immediate Supervisor:** Assistant Director of Parks and Recreation

**Grade:** 9

**Position Status:** Full Time-Exempt

**Date of Latest Revision:** February 2019

#### Recreation Division:

The Recreation Services Division is responsible for managing and providing extensive recreation programs, services, and special events for all age groups and people of all abilities.

#### Position Summary:

The Recreation Supervisor is responsible for the administrative and communication efforts for the Parks and Recreation department. The Supervisor also plans, organizes, and supervises City sponsored special event programs for all ages to engage the community.

#### Essential Functions

- 1) Plan, direct and supervise the communications and social media process for the department.
- 2) Plan, direct, and supervise City sponsored special events and programs, including coordination of contractors and employees for programs.
- 3) Act as the Department's Community Outreach and Partnership coordinator. Create partnerships with local non-profits, outreach organizations, and businesses to create opportunities to enhance the services provided by the City.
- 4) Provide confidential administrative support services for department staff including financial and cash management paperwork and all human resources paperwork and process for the seasonal hiring process for the Parks and Recreation Department.
  - Recruit, train and supervise Deposit Clerks
  - Process financial payments and invoices, and provide checks and balances to meet department budget requirements.
  - Conduct research, coordinate activities, and prepare reports, communications, correspondence, spreadsheets, minutes, resolutions, and requests for Council action in a prompt and efficient manner.
  - Oversee fee assistance program in approving reduced rates for eligible citizens.
- 5) Oversee the recreational software program, contract and implementation of the program. Act as primary liaison to the contractor in conjunction with information services.
- 6) Complete special programs and projects as assigned.
- 7) Manage and monitors a segment of the parks and recreation services budget. Ensure proper payroll of all staff and independent contractors following all guidelines to ensure consistency and fairness.
- 7) Develop sound business management practices to streamline processes, programs, policies, and procedures to ensure the community is receiving the highest quality services possible.
- 8) Develop data collection tools such as exit surveys, on-line surveys, reports, etc. that collects accurate date.

- 9) Maintains a strong on-site presence to monitor programs and activities in the areas for which responsible and ensure compliance with established City policies for staff and patrons.
- 10) Attend Advisory Committees, Commissions and the City Council meetings as scheduled or requested to attend in order to exchange information and/or receive their input, suggestions, and approval when necessary.
- 11) Meet with various user groups, as required, to review program and/or facility expectations and user responsibilities.
- 12) Communicate a compelling and inspired vision or sense of core purpose; talks beyond today and about possibilities; can inspire and motivate others; provides direct, complete, actionable and positive feedback to others; able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- 13) Problem solver with the ability to tackle a problem by using logical, systematic, sequential approach; make a systematic comparison of two or more alternatives; notices discrepancies and inconsistencies in available information; identifies a set of features, parameters or considerations to take into account, in analyzing a situation or making a decision.
- 14) Effective in presenting information a variety of settings: Small and large groups, with peers, direct reports, and management; is effective in all facets of the organization; uses effective tactics and techniques to keep audience engaged to facilitate results; provides direct and positive feedback to others.
- 15) Create a motivating climate in which people want to do their best; make each individual's work feel important; is someone people like working for and with; able to motivate direct reports, project members, and a team; invite input and encourage contribution; empower others; effectively delegate by sharing responsibilities and accountability.
- 16) Effective project management by looking to the future; identify appropriate objectives and timelines; involve appropriate stakeholders; continuously monitor projects and adapt scope as appropriate; measure results and analyzes outcome; follows through on commitments.
- 17) Make appropriate staffing decisions based on the right mixture of facts; follows all legal requirements, policies and procedures; practices equal and fair treatment and opportunity for all; hires the best people; assembles a balanced and capable staff, and builds a network of resources; able to identify talent and potential; develops succession plans to anticipate and prepare for team change.
- 18) Perform other job-related responsibilities as apparent or assigned.

### **Competencies and/or Values Common to All Positions:**

- Developing and maintaining a thorough working knowledge of all department and applicable City policies and procedures in order to help facilitate compliance with such policies and procedures by all personnel.
- Demonstrating by personal example the service excellence and integrity expected from all staff.
- Developing respectful and cooperative relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Conferring regularly with and keeping the immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which accountable.
- Representing the City in a professional manner to the general public and other outside contacts / constituencies in a manner that helps maintain and enhance New Brighton's reputation as a well managed City.

### **City of New Brighton Core Values that are Common to All Positions:**

- Represent and model the following established City of New Brighton Values:
- Respect for Residents, Businesses, and Visitors
- Effective Communication with Residents of New Brighton
- Promote a Healthy Business Climate
- Understand Our Past as we invest in the Future

- Recognize the Importance of Working with Neighboring Communities
- Provide for the Safety and Security of the Community
- Accountability and Integrity in Service Delivery

**Typical Working Environment:**

Work is typically performed in an inside, temperature-controlled environment.

**Typical Physical Requirements for This Position:**

There will be some moving and/or lifting of materials and/or equipment, typically <30 lbs, when assisting with room set up and maintenance.

**Selection Criteria to Qualify for This Position:**

**Minimum Requirements:**

- Bachelor's degree in Parks and Recreation Administration or closely-related field
- Minimum of two years' experience supervising programs and/or managing a recreational facility of comparable size and complexity
- Minimum of two years' experience in marketing and communications
- A demonstrated working knowledge of facility management, business management, pricing and fee structure management and customer/public relations sufficient to perform the essential accountabilities of this position
- Excellent planning, organizing, implementation, communication, attention to detail and evaluation skills
- Work experience with human relations, staff development, staff supervision, including recruiting, interviewing, coaching and directing work of subordinate staff
- First Aid and CPR/AED certification (must obtain within 6 months of hire)

**Desired Requirements**

- Additional years' experience supervising programs, managing a recreational facility.
- Experience using recreation management software.
- CPRP designation or Master's Degree.

Such alternatives to the above qualifications as the City may find appropriate and acceptable.

*Employee Initials and Date:* \_\_\_\_\_

*Supervisor and / or Department Head Initials and Date:* \_\_\_\_\_

*Assistant City Manager Initials and Date:* \_\_\_\_\_