

ASSISTANT RECREATION DIRECTOR - 095

DEFINITION OF WORK

Under general supervision, performs difficult professional work supervising community recreation center activities and athletic activities of the Recreation Department and provides general assistance to the Recreation Director; does related work as required.

EXAMPLES OF WORK

Directs and supervises the overall activities of the community recreation centers; directs and supervises the activities of the City-wide athletic program; plans and develops special events and athletic leagues for community recreation centers; directs and supervises total summer recreation programs; supervises recreational activities with various agencies and groups within the community; supervises the preparation of program budgets; assists in the setting of departmental goals and objectives; prepares and reviews reports and recommendations for the Recreation and Parks Director.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in recreation or a closely related field and considerable experience in community recreational work including progressively responsible experience in an administrative supervisory capacity.

Knowledge, Skills and Abilities: Thorough knowledge of modern philosophies, concepts and techniques relating to the field of recreation and the ability to apply them effectively; ability to organize and supervise the work of employees engaged in diversified activities at varying locations; ability to analyze community recreation needs and to adapt a program to its requirements; ability to establish and maintain effective relationships with civic leaders, public officials, program participants and the general public; ability to keep records and prepare reports; ability to supervise a large group of professional and technical employees.