

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECREATION CENTER DIRECTOR III - 1735

DEFINITION:

Under direction, to plan, organize, and supervise a comprehensive and varied recreation program at a large recreation center or athletic facility; to plan, organize, and supervise a comprehensive, complex, and varied recreation program at a medium-sized recreation center requiring very difficult and sensitive community liaison work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Initiates, develops, implements, and directs a wide variety of recreation activities for all segments of the community;
- Determines community needs and interests in developing recreation programs and activities;
- Performs difficult and sensitive community liaison work in the promotion and development of a comprehensive recreation program;
- Provides information on programs and activities to the public and prepares necessary material for publicity;
- Plans, organizes, and supervises special events and solicits community support and assistance;
- Prepares program submittals and evaluations;
- Supervises programs at satellite playgrounds, gymnasiums, and related facilities;
- Administers contractual agreements for recreation programs and activities;
- Participates in organizing and supervising district leagues and events;
- Liaisons and meets with recreation councils, community groups, business organizations, and other bodies concerning the center's activities;
- Supervises a large subordinate staff and plans work schedules, makes work assignments, provides training, deals with disciplinary problems, and evaluates and rates their work performance;
- Supervises and monitors contract staff activities;
- Investigates and resolves citizen complaints and City Council concerns;
- Prepares a variety of reports;
- Prepares budget estimates for programs and events and monitors expenditures, and is responsible for administering the bookkeeping system;
- Schedules the use of the facility, issues use permits, and applies fee schedules;
- Ensures the proper maintenance and security of the facility.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Recreation, Physical Education, or a closely related field, **AND** one year of full-time professional recreation experience at a community center, playground, or recreation facility which must include planning, directing, and implementing a variety of recreation programs and special events; **OR** a Bachelor's Degree in any other field or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter), **AND** two years of full-time professional recreation experience as described above. Possession of a valid California Class C Driver's License.