

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Recreation Supervisor II

CLASS CODE: 7115

GENERAL DESCRIPTION OF DUTIES:

Incumbents supervise a specific assigned recreation program or programs at two or more recreation centers and supervise several after-school programs and ten to twenty day camp sites.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level classification within the Recreation Series – Recreation Group job family within the City of St. Louis. Incumbents perform complex duties with a variety of related tasks. The distinguishing characteristics within the series include responsibility for coordinating and supervising an assigned program or programs. The programs are typically citywide. Some programs may be seasonal and in those cases incumbents perform other duties during the off-season.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Ensures facility and program safety. Inspects equipment and facilities. Resolves reported safety hazards. Investigates accident and incident reports. Resolves conflicts and disputes or contacts appropriate authorities.

Evaluates programs for proper implementation.

Receives and resolves participant and citizen complaints or refers to appropriate authorities.

May plan special events, tournaments and classes. Produces meeting materials.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, sports equipment, scoreboards, audio visual equipment, computer terminal, calculator, typewriter, scoreboard, and/or materials used in performing essential functions.

Verbal Aptitude:

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Requires the ability to utilize a variety of advisory data and information such as regulations, time sheets, attendance records, supply request forms, catalogs, budget forms, facility use forms, weekly activity reports, accident reports, incident reports, daily logs, repair requests, facility policies, maps, directories, sports rulebooks, first aid manual, correspondence and general operating manuals, ordinances, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, division and subtraction; calculate percentages and decimals; and develop and interpret descriptive statistical reports.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as wetness, humidity, rain, temperature and noise extremes, violence and disease.

Physical Requirements:

Requires the ability to lift, push and pull up to fifty pounds to set up and move sports equipment.

Requires the ability to stoop, kneel, balance, run, swim, bend, twist and climb to teach programs and officiate contests.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks, such as identifying shapes and sounds to teach and detect potential trouble, and odor to determine facility cleanliness.

The City of St. Louis is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.