

**COOPER CITY, FLORIDA  
CLASS DESCRIPTION**

**CLASSIFICATION TITLE: PARKS AND RECREATION SUPERVISOR**

**GENERAL DESCRIPTION OF DUTIES**

Oversees the daily program and event activities, and assigned staff for the Parks and Recreation Department. Responsibilities include, but are not limited to, administrative and supervisory work, and mentoring staff to develop high quality programs and exercise initiative and independent judgement. Responsible for the overall daily operation in the Parks and Recreation Department. Performs work under general supervision.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, schedules, administers and supervises daily operations of the Parks and Recreation Department.
- Assigns, directs and supervises duties and workloads of assigned staff and volunteers including selecting/hiring, monitoring, training, scheduling, disciplining and performance evaluation processes.
- Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards of Department, staff and facilities.
- Assists in the preparation, administration and monitoring of Department budget and related expenditures, as assigned.
- Reviews and recommends fees and charges for facilities and services.
- Prepares and maintains records and files associated with Department operations and activity programs including program registrations, instructor contracts, facility rental leases, activity fee collection, deposit logs, employee timecards, etc.
- Ensures that program flyers, brochures, newsletters and program/event website are updated regularly.
- Responds to telephone and email inquiries and concerns regarding departmental activities.
- Greets and responds to the patrons and visitors of the Parks and Recreation Department.
- Interacts and communicates with a variety of groups and individuals including but not limited to those attending programs, events, informational and public meeting.
- Oversees the maintenance and safety of the Parks and Recreation Department and responds to and reports deficiencies and issues per protocols and guidelines
- Assists with the planning, organization and implementation of City-wide programs and special events.

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- Performs public relations functions between the City, community and various civic agencies and groups.
- Serves as a member or liaison to various committees and/or advisory boards.
- Works a variable schedule outside of standard business hours, including morning, evening and weekends Performs related duties as required.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of budget development and accounting practices and administrative policies associated with budget administration.
- Knowledge of CPR and first aid practices and principles.
- Knowledge of the use and operation of modern office technologies, and application of standard and department specific computer software packages
- Knowledge of and the ability to communicate and enforce safety rules and procedures.
- Ability to direct and supervise subordinates in the operation of the Parks and Recreation Department.
- Ability to communicate effectively in written and oral form with patrons, employees, and the general public.
- Ability to maintain records and to prepare reports on a timely basis.
- Ability to establish and maintain cooperative working relationships with City staff and the general public.
- Ability to perform website administration and use publishing/page design tools and platforms

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**EDUCATION & EXPERIENCE**

Graduation from a four-year college or university with major coursework in parks and recreation, public or business administration or related field; and five years or more progressively responsible experience in facility management or parks and recreation management, including at least one (1) year of supervisory and administrative experience; or an equivalent combination of relevant education and training and experience sufficient to successfully perform the essential duties of the job.

Must obtain first aid and CPR certifications within six (6) months of hire.

Certified Leisure Professional preferred.

**PHYSICAL REQUIREMENTS**

Must possess mobility to work in an office setting as well as the ability to work outdoors in a variety of weather and temperature conditions. Tasks may involve extended periods of time at a keyboard or computer station. Tasks may involve the ability to exert physical effort which may involve lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-40 pounds).; Tasks require mobility which may involve bending, kneeling, climbing, crawling, stooping.

**Acknowledgement:**

Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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