

# The Maryland-National Capital Park and Planning Commission

TITLE: Park and Recreation Community Supervisor GRADE: I CODE:3329  
SERIES: Recreation DATE: 1/13/88

### Class Definition

Under direction, manages the recreation program in a specified geographic Service Area. Supervises programs and staff. Monitors community center operations and other recreation programs. Serves as the liaison to community volunteer groups and designs programs to meet community needs. Develops programs of cultural, recreational, and sporting nature geared to community needs. Exercises independent judgement and performs duties with general policy guidance. Performs other duties as assigned.

### Examples of Important Duties

1. Manages, plans, organizes, implements, and evaluates recreation programs and events (e.g., large festivals, town celebrations, supervised gyms, playgrounds, classes and flea markets, etc.) in schools, parks, community centers, and other facilities in the area. Defines goals and objectives and sets standards. Coordinates activities with other Commission units and government representatives. Establishes/recommends fees. Obtains permits, promotes safety and complies with MOSHA and OSHA regulations. Schedules staff, facilities and equipment. Prepares contracts, recommends consultants (e.g., entertainers, instructors, food services, bus companies); publicizes programs and events. Coordinates maintenance requirements in an assigned geographical area.
2. Manages Service Area facilities. Establishes/recommends and monitor operating procedures (e.g., hours, building maintenance and repairs. Assists in the planning of new facilities and in the remodeling of present facilities.
3. Supervises full-time (career), intermittent, volunteer and contracted employees. Plans, schedules and assigns work. Recruits, interviews, selects and trains staff and volunteers. Evaluates work and counsels staff. Initiates personnel procedures for hiring. Recommends disciplinary action.
4. Manages Service Area budget. Prepares annual budget request. Controls expenditures (self-sustaining and budgeted accounts) in accordance with approved budget. Obtains bids and price quotes. Initiates purchase requisitions and check requests. Collects fees and deposits revenues. Monitors fiscal requirements.
5. Community Relations. Meets with citizens, community groups, park

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### Examples of Important Duties (Continued)

and recreation councils, Board of Education staff, professional organizations, and local government representatives to identify needs, plan programs, solve problems and answer questions about Commission activities in the area. Handles inquiries and complaints from the general public.

6. Conducts research. Surveys and meets with vendors, exchanges information with other government representatives. Attends professional conferences and schools to identify new programs, trends, methods, designs and equipment which might be useful.
7. Keeps Service Area records: Maintains records of revenues and expenditures of community, county, and state-funded programs. Maintains records of personnel forms, time cards, inventory of supplies and equipment, registration, and program participants. Prepares and submits administrative reports. Responsible for the review, preparation, submittal and/or approval of cash management records consistent with Commission policy in an accurate and timely manner.

### Important Worker Characteristics

- A. Knowledge of (1) business administration; (2) Commission/Department organization structure;\* (3) Equal Employment Opportunity; (4) Merit System regulations;\* (5) office practices; (6) supervision; (7) safety and health regulations; (8) leisure activities; (9) early childhood development; (10) geriatrics; (11) special education; (12) time management; (13) public relations; (14) marketing; and (15) CPR and First Aid.
- B. Skill in operation of (1) autos and vans; (2) audio-visual equipment; (3) calculator; and (4) office equipment.
- C. Ability to (1) solve complex problems involving many variables; (2) calculate fractions, decimals and percentages; (3) read and review technical reports and correspondence; (4) write reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) make oral presentations to groups; (7) speak clearly; (8) organize work efficiently; (9) provide courteous service; (10) evaluate programs and personnel performance.

\* Developed primarily after employment in this job class.

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Minimum Qualifications

1. Bachelor's Degree in Parks and Recreation or related field and four years of progressively responsible experience, including three years as a supervisor or program director; or
2. An equivalent combination of education and experience.
3. Valid Maryland driver's license, or the ability to acquire one.

Working Conditions

Works in an assigned office. Works extended hours, evenings, weekends, and holidays (as approved). Responds to emergency situations as assigned. Some driving. Continuous contact with the general public; resolves citizen complaints.