

**CITY OF FONTANA  
COMMUNITY SERVICES SUPERVISOR**

**DEFINITION:** Under direction from management staff, plans, organizes trains and supervises Community Center Coordinators, Recreation Coordinators and contractual services in recreational class programming, city-wide special events, community center operations and planning; and performs a variety of complex tasks relative to assigned area of responsibility.

**ESSENTIAL FUNCTIONS** – The incumbent must have the ability to:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for community center activities; and implement policies and procedures.
- Plan, prioritize, assign supervise and review work of staff involved at the community center operations.
- Evaluate operations and activities of community centers; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration within the assigned area of responsibility; prepare cost estimates for budget recommendations; submit justifications for budget items; oversee, monitor and control expenditures.
- Participate in the selection of staff; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to the public, investigate complaints and recommend corrective action as necessary to resolve complaints.
- Coordinate assigned recreational personnel and activities with other City departments, divisions, outside agencies; coordinate the scheduling of facilities, repairs to facilities and city wide special events.
- Inspect the implementation of registration procedures and facility rental procedures; provide input and assistance to Community Center Coordinators and Recreation Coordinators.
- Supervise the procurement process; review material and supply request.
- Supervise the evaluation process for programs; conduct community surveys and recommend future program needs based upon community input and demographics.
- Supervise, train and evaluate assigned staff.
- Maintain records and prepare reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work including the school districts, community organizations and parent groups.
- Communicate clearly and concisely, both orally and in writing; ability to give presentations to groups regarding recreation and community services.
- Travel between recreation sites.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive movement and fine coordination in preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and counter service.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Organization, methods, procedures and operations of community centers and special events.
- Budgeting procedures and techniques.
- Assessment, survey and evaluation methods for recreational and community services programming.
- Principles and procedures of record keeping and reporting.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws.
- Principles and procedures for marketing, promotion and advertising.
- Knowledge of safety practices in recreational settings.
- Modern office procedures, methods and computer applications.
- Basic mathematical principles.

**Experience:** Four (4) years of increasingly responsible experience in recreation program development, including one year of supervisory or management responsibility.

**Training:** Equivalent to the completion of a Bachelor's degree from an accredited college or university with major work in recreation, physical education, public administration or a related field.

**Licenses/Certifications:** Possession of, and continuously throughout employment, a valid California Class C Driver's License. Possession of, or ability to obtain, CPR and Basic First Aid instructor certifications.