



## **Parks and Recreation Supervisor #02553**

City of Virginia Beach – Job Description

Date of Last Revision: 07-01-2023

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 11

### **City of Virginia Beach Organizational Mission & Values**

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Supervise the daily operation of assigned Parks and Recreation programs and/or facilities and provide professional level administrative staff support to a unit coordinator. A varied work schedule including nights and weekends is required.

### **Representative Work Functions and Responsibilities**

Assist unit coordinator with leadership/supervision of subordinate staff including hiring, training, evaluating, and discipline; and assist in coordination of department volunteer program as assigned including the recruitment and scheduling of volunteers.

Respond orally and in writing to staff and citizen inquiries to resolve questions or complaints relative to unit programs and facility operations.

Serve on various department committees including, but not limited to, committees to establish fees, policies, and specific guidelines directing operational procedures.

Represent the department/unit/division before citizen groups to convey specific information relative to the group's interests.

Investigate accident, incident, and vandalism reports to determine cause and recommend corrective action; oversee the investigation of accidents and incidents occurring within the unit; and enforce safety practices to promote accident free operation of programs, facilities, and equipment by staff and program participants.

Assist with the collection of data and prepare and submit written reports as required to substantiate operating budget requests, determine trends, and to maintain statistical files for future information requests.

Assist in the writing and administration of contractual and service agreements and act as a unit liaison as required to ensure compliance with all contractual specifications.

Analyze and critique reports submitted by subordinate staff to ensure accuracy.

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Monitor the use and inventory of program and facility tools, equipment, and supplies and order replacement inventory as required.

Administer department, division, and unit policies and procedures to ensure compliance by subordinate staff and recommend revisions to policies and procedures when deemed appropriate.

Monitor assigned revenue collection and accountability procedures; assist staff with problem solving as requested to facilitate effective program and facility operations.

Supervise program or facility publicity and dissemination of information to the public as assigned; and respond to requests for facilities, equipment, personnel, or general information by City departments, outside agencies, or the general public to promote quality customer service.

May be required to serve as point of contact for building repairs, renovations or upgrades; and liaison to ComIT for computer issues.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

### **Performance Standards**

Ensure compliance to established City and department policies and procedures regarding personnel management; effectively communicate, both orally and in writing, with subordinates, supervisors, other City staff, and the general public in a knowledgeable, helpful manner that exhibits professional level oral and written communication skills; effectively serve on a variety of City and department teams and special committees as assigned; accurately convey program or facility information in a clear and concise manner to citizens, City employees, and agency representatives; thoroughly investigate accidents, incidents, and vandalism reports to effectively ensure corrective action is initiated; significantly contribute to the budget and CIP processes by coordinating and providing unit coordinator with updated statistical data as well as current and projected program or facility operational needs; thoroughly investigate and recommend appropriate terms and conditions for contractual and service agreements and accurately monitor and report performance of contractors and service providers; ensure reports submitted by subordinate staff are accurate, complete, and submitted in a timely manner; monitor unit programs and facilities regularly to ensure the established safety practices and procedures are followed; ensure equipment inventory is completed in a timely, accurate, and purposeful manner; ensure compliance with department, division, and unit policies and procedures and is able to interpret or enforce as required; supervise the collection of specific program revenues with accuracy and efficiency; publicity and promotional materials are reviewed and disseminated on time and in an appealing manner; promote and facilitate quality customer service in responding to requests for service from City department staff, outside agencies, and the general public; provide assistance and leadership to subordinate staff that ensure the effective supervision of program and facility operations; ensure all volunteers are scheduled in a manner that enhances program and facility operations.

### **Minimum Qualifications**

Requires any combination of education (above the high school level) and/or experience equivalent to eight (8) years in fields utilizing the required knowledge, skills, and abilities, and in areas such as parks administration, recreation administration, business administration, or public administration.

### **Special Requirements**

Must be available to work evenings, weekends, holidays, and overtime when required to meet operational needs.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.

**Special Requirements For Therapeutic Recreation Only:**

Possession of a national certification as a Therapeutic Recreation Specialist - Professional level.

**Special Requirements for Aquatics Only:**

Applicants must possess valid certifications in American Red Cross Lifeguarding/First Aid/CPR/AED (Automated External Defibrillator) and American Red Cross Water Safety Instructor.

Occasionally to frequently required to lifeguard during times of staff shortage. Lifeguarding duties include: providing a safe swimming environment, enforcing rules, rescuing anyone in danger of drowning, administering first aid, cardiopulmonary resuscitation, oxygen and use of A.E.D.

**Preferred Qualifications for Aquatics Only:**

Valid Pool Operator, American Red Cross Lifeguard Training Instructor and American Red Cross Adminstrering Emergency Oxygen. If not certified in preference certifications, must obtain during employment.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

**A. Knowledge**

1. Knowledge of City and department policies and procedures, functions, and organization.
2. Knowledge of current problem solving, leadership, and intervention techniques.
3. Knowledge of current safety principles and practices as they apply to parks and recreation programs and facility usage.
4. Knowledge of current techniques in the assessment of the recreational program and facility needs of the community.
5. Knowledge of municipal accounting principles and procedures including operating budget preparation and administration techniques.
6. Knowledge of the current personnel management principles.
7. Knowledge of the planning, design, maintenance, and use of parks and recreation facilities.
8. Knowledge of the principles and techniques of fund raising, sponsorships, partnerships, public relations and marketing.
9. Knowledge of applicable state and/or federal regulations.

**B. Skills**

1. Skill in conveying clear and concise communication both orally and in writing.
2. Skill in current organizational management techniques including both short and long range strategic planning.
3. Skill in recognizing potential and existing problems and determining appropriate solutions.
4. Skill in the effective supervision of assigned subordinate staff.
5. Skill in the inspection and analysis of parks and recreation program and facility operations.
6. Skill in the preparation of written financial, statistical, or other reports as required.

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7. Skill in the use of current trend analysis techniques in the evaluation and estimation of program and facility operating budget revenues and expenditures.
8. Skill in leading, motivating, and training of assigned employees.
9. Skill in operating office equipment including personal computer, printer, calculator, and copier.
10. Skill in identifying, developing, and maximizing resources.

C. Abilities

1. Ability to establish and implement policies, procedures and practices to serve the leisure recreational needs of the community.
2. Ability to establish and maintain effective working relationships with City officials, employees and representatives of outside agencies.
3. Ability to evaluate program and facility operations, identify and evaluate problem areas and initiate appropriate corrective action.
4. Ability to independently lift or move objects or participants weighing up to 50 pounds on a regular basis may be required; ability to lift or move, with assistance, objects or participants weighing more than 50 pounds may be required occasionally.
5. Ability to speak before large groups.
6. Ability to operate a computer and use city standard software applications.
7. Ability to work independently or as a member of a project committee as required.
8. Ability to effectively communicate complex ideas, both orally and in writing, to all stakeholders.
9. Ability to handle emergency situations.
10. Ability to perform tasks requiring incumbent to sit or stand for extended periods of time throughout the workday.
11. Ability to work outdoors as necessary with exposure to inclement weather, extreme heat conditions at or above 90 degrees and/or extreme cold conditions below 30 degrees.
12. Ability to perform tasks that may require exposure to individuals with communicable diseases. (Cold, Flu, Hepatitis B, TB, HIV, etc.)
13. Ability to hear at a conversational level.
14. Ability to see objects day or night at near and far distances.
15. Ability to work more than 8 hours in a day or 40 hours in a week, with occasional requirements to work more than 5 consecutive days in a week.
16. Ability to comprehend and follow oral and written instructions with minimal guidance from others.
17. Ability to work efficiently and plan own work assignments and schedule to meet long term goals and objectives.
18. Ability to direct, control, and plan the work of others.
19. Ability to perform a variety of assigned tasks that may vary from day to day.
20. Ability to work with diverse groups and obtain consensus on complex issues or policies to complete work satisfactorily.
21. Ability to adjust routine procedures to accommodate challenges or improve processes.

**Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make*

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*reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*