



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
RECREATION PROGRAMS
SUPERINTENDENT
(Instructional Programs, Active Lifestyles
and Facilities)

Human Resources Department
700 Town Center Drive, Suite
200
Newport News, VA 23606
Phone: (757) 926-1800

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position provides leadership, overall administration and technical expertise for planning and managing Instructional Programs, Active Lifestyles Programs, and facility management for various facilities operated by the Department of Parks, Recreation & Tourism. Reports to the Assistant Director of Recreation.

ESSENTIAL JOB FUNCTIONS

Plans, organizes, and oversees the operation of the Instructional Program, Active Lifestyles Program and recreation facilities; negotiates fees for instructors, coaches, judges, and others; approves the continuance or closing of programs; provides expertise and input into the activities offered at programs and facilities; resolves the more difficult problems that arise; oversees program registrations as necessary; formulates operating procedures and policy guidelines for programs. Develops revenue producing programs and cost savings initiatives.

Responsible for the effective supervision and administration of the branch including completing required reports, budgeting, purchasing and financial transactions to include revenue collection, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities. Evaluates the need to fill vacant positions and recommends changes to allocated positions and branch structure as needed. Researches and prepares recommendations and reports for the department director.

Oversees and develops short and long-term strategic goals pertaining to the planning, development, design and operational processes for the Instructional Program, Active Lifestyles Program and recreation facilities.

Responsible for overseeing construction projects and routine maintenance related to facilities; works closely with contractors and other vendors.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Recreational Programming - Comprehensive knowledge of recreational programming and recreational facility operations and available resources of assigned areas to include professional recreational philosophies, principles, and practices.
- Strategic Planning - Knowledge of strategic planning principles and theories to ensure competitive advantage and profitability.
- Supervision - Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Customer Service - Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and outside agencies. Effectively responds to and resolves complex inquiries and disputes.
- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Computer Skills - Utilizes a personal computer with a customer information system, word processing, spreadsheet, and related software to effectively complete a variety of tasks with reasonable speed and accuracy.

REQUIRED ABILITIES

- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented through spoken word or writing.
- Accounting and Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Recreation, Leisure Studies, or a related field and 5-7 years of progressively responsible experience in recreation programs or recreation facility operations with 3-4 years of supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history, sex offender registry check, and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as, humidity, temperature and weather extremes, traffic hazards, infectious disease, or rude/irate customers.