

*Code: 6274*

*Title: RECREATION SUPERINTENDENT*

**SUMMARY:** The Recreation Superintendent is responsible for planning, organizing and managing recreation programs and cultural activities for the Recreation Division of the Pima County Parks and Recreation Department and for disseminating information to the public.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs recreation programs and cultural activities;  
Disseminates information to the public regarding Parks & Recreation programs;  
Establishes and maintains cooperative planning and working relationships with local, state, regional and national recreational organizations and agencies;  
Arranges for the use of specific school and community facilities;  
Assists the Director in implementing departmental policies and procedures pertaining to the division;  
Submits budget requests, and controls and supervises division expenditures;  
Participates in formulating departmental policies;  
Makes field checks to determine progress and effectiveness of recreation programs;  
Supervises, assigns, trains, and evaluates the work of subordinate staff;  
Requisitions materials, supplies and equipment;  
Acts as a liaison with Facilities Management during design and development of new and remodeled facilities;  
Prepares reports and presentations;  
Attends meetings and conferences as a representative of the Pima County Parks & Recreation Department;  
May address groups regarding recreation programs and activities.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- the principles and practices of public recreation;
- the principles and practices of management and supervision;
- the techniques of program development and evaluation.

Skill in:

- developing and directing recreation and cultural services, programs and functions;
- planning, organizing, assigning and supervising the work of personnel;
- communicating effectively, both orally and in writing;
- developing and monitoring an annual budget.

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree from an accredited university or college with a major in recreation administration or a related field, and four years of recreation experience, including two years of experience in a supervisory capacity; or an equivalent combination of training, education, and experience which provides the desired knowledge, skills, and abilities.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona Driver's License is required within 6 months from the date of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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