



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: SENIOR PARK SUPERVISOR

DIVISION: Parks
DATE ADOPTED:

CLASSIFICATION CODE: 2687
FLSA STATUS: Non-exempt

POSITION SUMMARY:

Under general direction, performs technical, responsible and professional park work at a senior supervisory level. Is responsible for a combination of major phases of the park operations, as assigned, including:

- Staff supervision, training, evaluation and work assignments
- Project planning, initiation, scheduling and work performance
- Budget control and recommendations.

Uses professional judgment in developing and supervising projects, has high ability to handle and work staff efficiently and to relate to the community both in understanding the public park needs, and in securing and extending public support and interest. Receives general instructions from his supervisor and has work reviewed through conferences, staff meetings, reports and formal evaluation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. GENERAL

- Plans, coordinates, supervises and directs a combination of major phases of the Park Operation.
- Makes recommendations and submits reports to the Superintendent. Initiates action on projects and operational procedures for improvements or extension of the District's services.
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MINIMUM QUALIFICATION REQUIRMENTS:

Education: Possession of a Bachelor's Degree from a recognized college or University with specialization in park management or related field.

Experience: Three years of full-time increasingly responsible, paid professional park experience with at least one year at a supervisory level.

Some acceptable combination of education and appropriate experience. Additional full-time responsible park experience may be substituted for the required education on the basis of two (2) years of experience for one (1) year of college work. Provided, however, a minimum of nine (9) semester units in park management or related field has been satisfactorily completed

KNOWLEDGE, SKILLS AND ABILITIES:

- **General**
Knowledge of techniques and methodology of supervising employees and organizing groups in a park and recreation setting, ability to use staff and volunteers effectively, skills in recruitment and training. Knowledge of the current philosophy and principles of public park and recreation. Skills in written and verbal communication and public relations. Ability to work harmoniously and cooperatively with fellow employees and the public. Knowledge of current first aid and techniques.

- ***Parks***
Knowledge of various facets of park management including: landscape, buildings, pools, athletic fields and diamond maintenance; and personnel safety procedures.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

1. LICENSE

Possession of a valid California Motor Operator's License.

2. PREFERRED QUALIFICATIONS

Certification by the State of California for application of pesticides.