

CITY OF SANTA BARBARA EMPLOYMENT OPPORTUNITY



SENIOR RECREATION SUPERVISOR - COMMUNITY SERVICES

\$99,786.70 - \$121,291.56 Annually

DESCRIPTION



ABOUT US

At the City of Santa Barbara, the best part of our organization is our people. As a City of Santa Barbara employee, you will work in an environment with other motivated individuals who are passionate about their work. We strive to provide employees with the support they need to thrive. [Discover more about us, our values and our organizational culture here.](#)

The mission of the Parks and Recreation Department is to provide residents and visitors with diverse open space, parks, beaches and community forest resources, creek restoration and water quality enhancements and enrich people's lives through a broad array of recreation and community services. [Read more about the Department of Parks and Recreation here.](#)

THE POSITION

The City of Santa Barbara **Parks and Recreation Department** is seeking a dynamic and knowledgeable **Senior Recreation Supervisor**. Incumbent will supervise, assign, review, and participate in the work of staff responsible for providing parks, recreation and community programs, services and activities, facility rentals, and special events, including the supervision of other supervisory staff; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

Hybrid/Flexible Work Schedule: This position has the flexibility to work a hybrid schedule. schedule options. Schedules are dependent upon operational needs and are subject to change. Details of teleworking considerations can be addressed during the interview process.

BENEFITS:

To view our benefits page [click here.](#)

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services and activities of community, recreation, and social programs.
- Operations, services and activities of facility rentals and community special events.
- Principles of supervision, training and performance evaluation.
- Modern and complex principles and practices of parks and recreation program development, outreach, and administration.
- Principles of budget preparation and control.
- Principles and practices of facilities management.
- Modern office procedures, methods and computer equipment.

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- Principles of business letter writing and professional report preparation.
 - Recent developments, current literature and sources of information related to recreation planning and administration.
 - Procurement practices related to equipment and supplies.
 - Marketing theories, principles and practices and their application to a wide variety of recreation services.
 - Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Supervise, organize and review the work of professional, technical and clerical personnel.
- Select, supervise, train and evaluate staff.
- Interpret and explain city policies and procedures related to parks and recreation programs.
- Operate and use modern office equipment including a computer.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Recommend and implement goals, objectives and practices for providing effective and efficient recreation programs.
- Elicit community and organizational support for community recreation programs and services, facility rentals, and special events, present material to the general public.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years of increasingly responsible experience in parks and recreation program development and implementation, including three years of lead or supervisory responsibility.

Education and/or Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation administration, communications, public administration, or a related field.

The ability to speak Spanish is highly desirable.

**SELECTION
PROCESS**

It is important that your application and supplemental questionnaire show all the relevant education, training, and experience you possess which qualifies you for this position. All applications and supplemental questionnaires will be reviewed, and the most qualified candidates will be invited to continue in the selection process. Be sure to be thorough in your responses. Statements such as "See application", "Extensive Experience", or "See Resume" are not an acceptable substitute for a completed application and supplemental questionnaire.

The selection process may consist of an application screening, written exam, computer skills exam and/or an oral interview. The successful candidate's employment history will be thoroughly evaluated prior to appointment.

**ADDITIONAL
INFORMATION**

There is currently **one (1)** vacancy within the **Parks & Recreation** Department.

Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email and spam regularly throughout the recruitment process. You may also log into your governmentjobs.com account to view these emails.

CITY APPLICATION AND RESPONSES TO THE SUPPLEMENTAL QUESTIONNAIRE MUST BE RECEIVED BY 5:30 PM ON THURSDAY, JANUARY 16, 2025.

SUPPLEMENTAL QUESTIONNAIRE

Instructions: Responses to the following questions are required in addition to a City application. Supplemental questionnaires will be reviewed with each application to determine the most qualified candidates. Responses such as "see application or resume" will not be accepted.

1. Describe your knowledge and experience in leading and/or supervising a team of staff to effectively develop programming, oversee facility rentals, and/or facilitate special events. Provide information about the number of staff and volunteers supervised and their range of responsibilities. Describe your supervision style, including personnel supervision, evaluation and discipline.
2. Describe your knowledge and experience in developing, operating and managing a program budget to meet community needs including the size of your budget and experience working with Department management to identify issues, determine solutions and implement change.
3. Describe your experience collaborating with service providers or agencies to provide facility rental opportunities, expand programs, services and activities, and/or community services and neighborhood programs. Please give examples of your successes, including your role and responsibility relative to both development and implementation.
4. Describe your experience collaborating with agencies and non-profit organizations for the delivery of community special events including planning and coordination, facilitating meetings with event organizers, preparing special event correspondence and processing applications and permits.