

**RESOLUTION NO. 10-2023**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA  
AUTHORIZING THE MERGE AND UPDATE OF THE  
PARKS BEACHES & RECREATION SUPERVISOR JOB SPECIFICATION**

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**WHEREAS**, Article 4, Section 2-5.403 of the Pacifica Municipal Code establishes a civil service personnel system and procedures for the administration of personnel matters; and

**WHEREAS**, said Chapter requires that the City Manager, as Personnel Officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

**WHEREAS** the Parks, Beaches and Recreation supervisory positions be merged and updated under one document titled Recreation Supervisor classification to achieve greater efficiencies and assist with the recruitment efforts.

**WHEREAS** staff met and conferred in good faith with the representative of Teamsters Local 350 and they are in agreement with the changes

**NOW, THEREFORE**, be it resolved by the City Council of the City of Pacifica, California, that the three (3) current job specifications for the Parks, Beaches, and Receptions supervisory positions be merged and updated to one (1) job specification under the title Recreation Supervisor (enclosed in Attachment 1), with no change to the current salary schedule.

Recreation Supervisor	Recreation Supervisor
Current Scale	Proposed Scale
\$7,747 - \$8,910	\$7,747 - \$8,910

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pacifica, California, held on the 23<sup>rd</sup> day of January, 2023, by the following vote:

**AYES**, Councilmembers: *Beckmeyer, Bier, Bigstycck, Boles, Vaterlaus*

**NOES**, Councilmembers: *n/a*

**ABSENT**, Councilmembers: *n/a*

**ABSTAIN**, Councilmembers: *n/a*

*Tygarjas T. Bigstycck*  
Tygarjas Twyrls Bigstycck, Mayor

ATTEST:

*Sarah Coffey*  
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Sarah Coffey, City Clerk

APPROVED AS TO FORM:

*Michelle Kenyon*  
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Michelle Kenyon, City Attorney

## **Attachment 1**



Scenic Pacifica  
Incorporated Nov. 22, 1957

## **RECREATION SUPERVISOR**

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*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.*

### **DEFINITION**

Under general direction from the Director of Parks Beaches and Recreation and/or the Recreation Manager, the Recreation Supervisor plans, organizes, promotes, budgets, schedules, directs, evaluates, and coordinates the activities and operations of the Recreation Division including but not limited to the following program areas:

- **Recreation/Aquatic**
- **Seniors Services**
- **Childcare**

The Recreation Supervisor is also responsible for leading and/or assisting special programs/events, special projects related to the divisions mission, hires, and trains staff.

### **DISTINGUISHING CHARACTERISTICS**

The Recreation Supervisor is a direct supervisory level class responsible for maximizing service delivery to the community by supervising staff, facility and custodial operations, programs, services, and activities of program areas and affiliated facilities. Performance requires the use of independent thinking, initiative, and discretion.

This Recreation Supervisor classification is distinguished from the Department Manager in that the latter is responsible for strategic planning and management of **All** department recreation programs and facility operations.

The Recreation Supervisor classification is distinguished from the Recreation Coordinator in that the Supervisor performs more detailed and technical assignments/projects requiring specialized skill on an independent basis.

**ESSENTIAL FUNCTIONS – RECREATION/AQUATICS SUPERVISOR:**

*Essential responsibilities and duties may include, but are not limited to, the following:*

Plan, supervise, and coordinate a variety of programs and activities within the designated supervisory assignment of recreation and aquatics.

Select, train, motivate and supervise staff and volunteers; work with employees to correct deficiencies, and when appropriate implement discipline.

Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.

Inspect, evaluate, and recommend changes in operations and activities of assigned programs and personnel to maintain quality and quantity; assess community needs and maintain good community relations; review with appropriate management staff; and implement improvements.

Direct, coordinate and review the work plan for assigned recreation services and activities; assign work activities and projects; monitor workflow; review and reevaluate work products, methods and procedures; conduct staff meetings to plan and evaluate program content, techniques, and problem areas and resolve problems.

Work cooperatively with other program supervisors and outside agencies and organizations to plan and implement special events.

Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary; handle funds in accordance with City policies and procedures.

Contract for services with instructors and vendors; process payments.

Prepare news releases, social media posts, reports, and studies; manage website content

Manage the Jean E. Brink Aquatics Center, aquatics staff and programs, and sports facilities within the PB&R scope of responsibility.

**ESSENTIAL FUNCTIONS – SENIOR SERVICES SUPERVISOR:**

*Essential responsibilities and duties may include, but are not limited to, the following:*

Plan, supervise, and coordinate a variety of programs and activities within the designated supervisory assignment of senior services including food programs and transportation.

Select, train, motivate and supervise staff and volunteers; work with employees to correct deficiencies, and when appropriate implement discipline.

Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.

Inspect, evaluate, and recommend changes in operations and activities of assigned programs and personnel to maintain quality and quantity; assess community needs and maintain good community relations; review with appropriate management staff; and implement improvements.

Direct, coordinate and review the work plan for assigned senior services and activities; assign work activities and projects; monitor workflow; review and reevaluate work products, methods and procedures; conduct staff meetings to plan and evaluate program content, techniques, and problem areas and resolve problems.

Work cooperatively with other program supervisors and outside agencies and organizations to plan and implement special events.

Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary; handle funds in accordance with city policies and procedures.

Contract for services with instructors and vendors; process payments.

Prepare news releases, social media posts, reports, and studies; manage website content relative to senior programs and services

Responsible for planning and coordinating all operations of the Seniors in Action program. Meet regularly with the Senior Advisory Board.

Maintain relationships with San Mateo County agencies, provide statistical information when required, research and submit grant applications, coordinate fundraising, process invoices, and oversees volunteer development/recruitment.

Prepare monthly reports for senior programs with the assistance of the Food Service Coordinator, Community Services Coordinator, Senior Program/Events Coordinator, and Transportation Specialist

*FOOD SERVICES PROGRAM:*

Supervise staff that provides the storage, preparation, and serving of hot food in accordance with the prescribed requirements; assist in food preparation when necessary; oversee staff in conducting inventory's on both the in-house senior lunch program and Meals on Wheels program. Serve Safe Certification required.

**ESSENTIAL FUNCTIONS – CHILDCARE SUPERVISOR:**

*Essential responsibilities and duties may include, but are not limited to, the following:*

Must have a current Child Development Program Director Permit for CTC (California Commission of Teacher Credentialing). This allows the supervisor the ability to supervise multiple locations.

Must have knowledge of Department of Education, Child Development Division guidelines, early childhood development, basic child psychology, and appropriate health and safety codes.

Leads in planning, organizing, developing, scheduling, enforcing rules, and evaluating childcare programs and special events, as well as overseeing day to day operations of each of the childcare locations.

Leads staff recruitment and hiring, training, supervising, scheduling and evaluating full-time, part-time, and seasonal personnel; assigns work schedules.

Conducts and attends a variety of training seminars, staff meetings, community and recreation meetings as needed.

Maintains inventory of supplies and equipment; distributes supplies and equipment, orders supplies and equipment for Childcare and its facilities.

Assists the department with public relations duties such as preparing and distributing flyers, press releases, brochures, website content, and social media posts.

Researches and prepares studies, reports, and memorandum on related childcare subjects.

Utilizes database management, and specialized recreation software NoHo

Processes and records applicable program area revenues.

Facilitates the preparation and administration of applicable federal, state, and county special project grants.

Prepares and administers individual program budgets. Monitors expenditures and payroll in accordance with established procedures.

Serves on internal and external committees and boards as requested.

Performs related duties and responsibilities as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES (All Rec Supervisor Positions)**

### **Knowledge/Skills in:**

- Meeting federal, state, local, and department regulations; enforce and apply all laws, rules and regulations; read, understand and interpret standard official legal documents.
- Exercising judgment and discretion in analyzing and resolving problems; read, correct and prepare clear and concise reports; give and follow written and oral instructions.
- Maintaining cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

### **Ability to:**

- Maintain complex records, summarize written material, and interpret a variety of documents, including contracts and ordinances.
- Communicate clearly and concisely, both orally and in writing.



- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Deal effectively with the public, including special groups such as the elderly and disabled.
- Understand and follow oral and written directions.
- Is flexible and can handle stressful situations.
- Use tact, discretion, initiative, and independent judgment within established guidelines.
- Recognize and appropriately handle materials in a sensitive and confidential manner.
- Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Ability to read, communicate to others the policies, procedure, statutes, local rules, codes and regulations pertaining to assigned programs and functions.
- Operate a variety of office equipment.
- Exercise sound judgement

### **MINIMUM QUALIFICATIONS REQUIRED (CHILDCARE SUPERVISOR)**

#### **Education:**

- An Associate's Degree with 24 semester units of Early Childhood Development/Child Development

#### **Experience:**

- Three (3) years of increasingly responsible experience in leading, teaching, and/or supervising Early Childhood or Licensed Childcare programs.

#### **Licenses and/or Certifications:**

- Valid California Class C Driver's License and a good driving record, at the time of appointment.
- Child Development Program Director Permit (from CCTC)

### **DESIRED QUALIFICATIONS**

- Bachelor's Degree in Child Development or equivalent preferred

## **MINIMUM QUALIFICATIONS REQUIRED (SENIOR SERVICES SUPERVISOR)**

### **Education:**

- Equivalent to graduation from an accredited four-year college or university with major course work in recreation, or a related field.

### **Experience:**

- Three years of increasingly responsible, professional recreation and/or human services experience, or a related field.

### **Licenses and/or Certifications:**

- Valid California Class C Driver's License and a good driving record, at the time of appointment.

## **DESIRED QUALIFICATIONS**

- Bachelor's Degree in Parks and Recreation, Business Admin, or equivalent

## **MINIMUM QUALIFICATIONS REQUIRED (RECREATION/AQUATICS SUPERVISOR)**

### **Education:**

- Equivalent to graduation from an accredited four-year college or university with major course work in recreation, or a related field.

### **Experience:**

- Three years of increasingly responsible, professional recreation and/or human services experience, or a related field.

### **Licenses and/or Certifications:**

- Possession of a valid California driver's license and a satisfactory driving record. Possession of, or ability to obtain, first aid and CPR certificates prior to completion of probation.

## **DESIRED QUALIFICATIONS**

- Bachelor's Degree in Parks and Recreation, Business Admin or equivalent

**MATERIAL AND EQUIPMENT USED**

Modern office equipment, personal computer and applications, (i.e. Word, Excel, Publisher, Power Point, Adobe Acrobat, Zoom Virtual Conferencing, Microsoft Teams, social media platforms such as Nextdoor, Facebook, Twitter, etc.)

**PHYSICAL REQUIREMENTS**

Must possess mobility to use standard recreation/office equipment, including a computer; strength to lift and carry office and recreation materials weighing up to 35 pounds and to reach and stoop to participate in recreational activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

**WORKING CONDITIONS**

While performing the essential functions of this classification the employee will work in an office environment and be mobile between multiple locations as required. The employee must be able to complete specific administrative tasks while maintaining availability to public for inquires and adequate response to stressful situations.

**Adopted Date:**

**Status:** Exempt

**Proposed Revision:** January 23, 2022

**Bargaining Unit:** Teamsters Local 350

**Compensation:** \$92,964 - \$106,920

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**NOTE:** Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.