

## **ACTING RECREATION SUPERVISOR**

We are pleased to announce **ACTING Recreation Supervisor** opportunities in the Recreation Services Branch. PLEASE NOTE: Once selected there is no guarantee or assurance of a non-Acting position. "Acting Pay" can only be received when a position is vacant and applicable MOU requirements are met.

The selected ACTING Recreation Supervisor will be placed into an EMERGENCY APPOINTMENT position once it becomes available.

A Recreation Supervisor must be willing to work as a part of a team to develop and foster diversity, transparency, support, and respect and be socially minded to achieve equity within the Department, the City family and within the community.

### **SUMMARY OF DUTIES**

Plans, coordinates, and supervises personnel engaged in directing recreational programs and activities within a geographical district; may plan, organize, and direct a specialized City-wide recreational program; or directs recreational programs and activities within a number of geographical districts; may assist in planning, researching and developing city-wide capital improvement projects; and may plan, organize, and direct a major City-wide recreational program.

### **REQUIREMENTS**

One year of full time paid experience with the City of Los Angeles as a Senior Recreation Director or in a position at that level providing experience in supervising or directing recreational programs and activities. A valid California driver's license is required.

### **DESIRED EXPERIENCE, SKILLS, KNOWLEDGE, AN/OR ABILITIES**

- Rules, policies and procedures of the Department of Recreation and Parks and the laws, ordinances and City Charter provisions pertaining to the operation of the City's recreational facilities and programs
- Philosophy, objectives, and recognized standards of public recreation
- Principles and practices applicable to planning, organizing, conducting and coordinating comprehensive recreational and sports programs, including organization, personnel management public relations and budget preparation and administration;
- Determine training needs, develop training materials, and instruct in recreational activities.
- Analyze and evaluate the effectiveness of recreation programs;
- Provide leadership, inspire confidence and enthusiasm and to mix readily with various groups;
- Deal tactfully and effectively with employees and the public

- Plan, organize, coordinate, promote and publicize activities, programs and special events conducted at several recreational center;
- Knowledge of laws and regulations related to equal employment opportunity
- Memoranda of understanding as they apply to subordinate personnel
- Assign and evaluate the work of a recreational staff, including swimming pool personnel and to stimulate a high level of professional performance

## **HOW TO APPLY TO BE CONSIDERED FOR THESE OPPORTUNITIES**

If you meet the requirements for these opportunities and wish to be considered, you are invited to complete the Google Form at this link <https://bit.ly/RSinterestform2023> Be prepared to upload your PDF resume with a file size no larger than 1MB. The Google Form should be completed as soon as possible, **but no later than 4:00pm, Monday, December 11, 2023.**

Any questions should be directed to your Region Superintendent.

## **CONFLICT OF INTEREST**

These positions are designated as Disclosure Category 15 on Schedule A of RAP's Conflict of Interests Code.

## **REASONABLE ACCOMMODATION**

As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal opportunity in employment. To request a reasonable accommodation, please call (213) 202-3230.