

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT RECREATION CENTER DIRECTOR - 1192

DEFINITION:

Under general supervision, to serve as the assistant director of a medium or large-sized recreation center; to plan, develop, and implement large and complex special events and recreational activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Leads and assists in the training and supervision of subordinate recreation staff, volunteers, and contract staff;
- Schedules and assigns work;
- Plans, organizes, and directs large and complex special events and activities;
- Assists in administering the work of contract staff;
- Assists in liaison with recreation councils, community groups, and recreation-oriented organizations;
- Provides input on budget and other administrative matters;
- Assists Center Directors and other management staff with financial and accounting activities at a recreation center, including reviewing and assembling deposit documentation and maintaining financial records;
- Maintains records of fees collected, disbursements, and other financial transactions;
- Organizes and coordinates facility maintenance and security;
- Investigates and resolves citizen complaints;
- Assists with budget monitoring, generating service, and/or work order requests;
- Purchases and obtains supplies;
- Prepares simple reports;
- Provides input on the performance of subordinate recreation staff;
- Supervises the use and maintenance of a recreation facility in the absence of the Center Director;
- Assists in scheduling, assigning, and overseeing work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of recreation leadership experience. One year equals 1800 hours of experience; **OR** completion of 60 semester/90 quarter college-level units, including 30 semester/45 quarter units of college-level coursework in recreation, physical education, or a closely related field;

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

OR an equivalent combination of education and experience as specified above. One semester unit equals 60 hours of work experience, one quarter unit equals 40 hours of work experience.