

**POSITION ANNOUNCEMENT  
CITY OF HERMISTON  
PARKS AND RECREATION DEPARTMENT**

**Recreation Supervisor**

**Salary: \$5,326 - \$5,539/ month plus benefits, DOQ.**

**Closing date: Friday, February 24, 2012 @ 5:00 p.m.**

**Nature of Work:**

This position involves the development, supervision and management of the City's comprehensive recreation programming for all ages. Primary program responsibilities include management of the Hermiston Family Aquatic Center, adult and youth athletics, general recreation and facility coordination. Work is performed independently under the general direction of the Parks and Recreation Director. A bachelor's degree in recreation and/or physical education is required, or equivalent demonstrated experience. A minimum of three years experience in managing recreational programming. Knowledge and experience in aquatic facility management is desired. This position works 40 hours per week; schedule will vary according to activities. A combination of additional related experience or education may substitute for the above. A complete application packet is available at City Hall and online <http://www.hermiston.or.us>

To apply, submit a Cover Letter, Application, and Resume to; City of Hermiston, 180 NE 2<sup>nd</sup> Street, Hermiston, OR 97838, [lfetter@hermiston.or.us](mailto:lfetter@hermiston.or.us). Questions should be directed to Larry Fetter, (541) 567-5521, EOE.

**Publications:**

Hermiston Herald	February 8
East Oregonian	February 7-12
ORP	February 1 – 24
WRPA	February 1 – 24
League of Oregon Cities	February 1 – 24

# RECREATION SUPERVISOR

*Deadline for Application February 24, 2012*

The City of Hermiston is recruiting applicants for Recreation Supervisor a full-time position.

The City of Hermiston, population 17,000, is located in Northeast Oregon, 5 miles south of the Columbia River along the Umatilla River. Hermiston is a recreational paradise receiving less than 10 inches of rainfall annually, the climate of Hermiston is dry with moderate winters and hot summers. The city is the commercial and recreational hub of Umatilla County and is located within a half hour of the Tri-Cities Washington and Pendleton, Oregon.

The Recreation Department offers a comprehensive recreation program for youth and adults. The department sponsors youth sports, after school, and summer programs. Adult softball, volleyball and flag football are offered through the department.

The City of Hermiston Parks and Recreation Departments maintain 120 acres of developed parkland in 9 parks, and sponsor over 100 recreational programs annually. The department is very innovative and progressive, constantly improving and developing new park space and programs. We are looking for a team player to join our dynamic team. The newest project is the Hermiston Family Aquatic Center in Butte Park. The center includes a 6-lane 50-meter lap pool, 7,000 square foot multi-use pool with a current channel and open flume slide, and a full service concession/pro shop.

The position of Recreation Supervisor will be responsible for the day to day operation of the aquatic center and management of ongoing recreation programs as assigned by the director. The ideal candidate will be customer oriented, self-motivated, creative, and possess strong management skills. The incumbent will have the opportunity to create and implement new programs and events.

Questions about the position should be directed to: Larry Fetter, Park and Recreation Director, City of Hermiston, 180 NE 2<sup>nd</sup> Street, Hermiston, OR 97838, (541) 567-5521, lfetter@hermiston.or.us

## **RECREATION SUPERVISOR**

### **GENERAL STATEMENT OF DUTIES:**

Plans, implements, coordinates, and supervises the City's comprehensive recreational programming for all ages and aquatic activities for all citizen in Hermiston.

### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class is responsible for planning, organizing, promoting, scheduling, implementing, coordinating and supervising comprehensive recreational activities for all ages in the Hermiston area. This position is responsible for the recruitment and supervision of related staff, volunteers, concessionaires, and participants. Work is performed under the general supervision of the Director of Parks and Recreation who reviews work primarily on the basis or results obtained.

**EXAMPLES OF WORK:** (Illustrative only. Any single position of a classification will not necessarily involve all the duties listed, and many positions will involve duties which are not listed).

1. Supervises and evaluates the performance of assigned staff and volunteers. Recruits, interviews, trains, and directs employees and volunteers to properly perform their duties. Recommends promotions, transfers, reassignments, pay increases, and disciplinary action.
2. Develops, schedules, implements and supervises a comprehensive program of recreational, aquatic, athletic, events and activities for the City and surrounding service areas. Coordinates with organizations for scheduled use of related indoor and outdoor facilities.
3. Prepares, edits, and disseminates promotional and advertising materials through the use of flyers, brochures, signs, public service announcements, news releases, website content, and other media resources.
4. Assists in the preparation, development, and presentation of the annual budget. Prepares preliminary section budget, analyzes and reviews budgetary and financial data, and monitors expenses and revenue. Prepares and maintains a variety of records, reports, contracts and files related to assigned recreation programs, activities and operations.
5. Represents the City's interest on boards and committees on issues affecting the operation of activities of the department. Represents the department at meetings with City officials and administrators, public and private organizations, agencies, citizens and contractors regarding recreation and park programs and activities. Responsible for resolving issues and conflicts.
6. Identifies and resolves work place safety hazards. Ensures that all safety and risk management requirements are followed for employee and customer safety.
7. Provide some maintenance activities and repairs related to the aquatic center, fields, and related facilities as needed.

8. Purchases materials, supplies, and equipment according to established policies and procedures. Review product specifications and contact vendors to obtain quotes. Maintain inventory and asset records according to City and State guidelines.
9. Attends, presents, and promotes recreation and park program opportunities to City staff, service organizations, school groups, and private businesses.
10. Performs other duties as assigned.

**DESIRED QUALIFICATIONS:**

**KNOWLEDGE OF:**

Principles, practices, and techniques for developing, scheduling, implementing, and sustaining a comprehensive recreation, sports and leisure services program; City and recreation programs, sports, activities, and facility operations; management principles, practices, and procedures pertaining to organizational systems, personnel, training and staff development; effective strategies and techniques to achieve enhanced customer service delivery and staff motivation. Budget planning, development, and control; recreation program marketing techniques and strategies; risk management and workplace safety precautions; computer software programs used for electronic communications, program registration, report writing, and financial analysis.

**ABILITY TO:**

Communicate effectively both orally and in writing; establish and maintain effective working relationships with other employees and general public represent the City in a positive manor.

**SKILLS IN:**

Record keeping, communications, and public relations, reports and information development and management.

**EXPERIENCE AND TRAINING:**

A bachelor's degree from an accredited college or university in the field of recreation and/or physical education is desired, or an equivalent demonstrated experience. Minimum of three years of experience in managing and supervising recreational programming. Knowledge and experience in aquatic facility management. CPR/first aid, WSI, AFO or CPO and life guard certification within six months of hire is required.

**Licenses and Other Requirements:**

1. Valid Washington Driver's License.
2. CPR and First Aid certificate.
3. Lifeguard Certification.
4. Aquatic Facility Operator or Certified Pool Operator.

**COMPENSATION:** \$5,326 - \$5,539/ month plus benefits. The City of Hermiston participates in PERS, and provides health, dental, and life insurance.