



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: COMMUNITY SERVICES SUPERVISOR**

**DEFINITION:** Under direction, supervises, develops and coordinates various recreation/human service programs and activities.

**EXAMPLES OF DUTIES:**

The functions of the classification may include, but are not limited to, those listed below.

- Coordinates recreation/human services programs, activities and facilities;
- Develops and monitors program budget;
- Selects, trains, evaluates, and supervises subordinate personnel;
- Prepares and presents oral and written reports;
- Prepares requisitions and maintains accountability for materials and supplies;
- Develops and implements policies, procedures and fees for programs, activities, services, and facilities;
- Responsible for billing, collection and deposit of user's fees;
- Ensures that assigned facilities are in compliance with Federal and State health, safety and occupational standards and/or departmental policies;
- Establishes and maintains close liaison with public and private institutions, community groups, and general public;
- Oversees the general utilization and maintenance of facilities assigned;
- Participates in contract negotiations and monitors contract employees for compliance for a variety of services including developing and scheduling contract recreation programming;
- Organizes and serves as staff to advisory councils and committees;
- Acts as department liaison in activities relating to senior citizens, persons with disabilities and youth;
- Develops and implements grant-funded programs and identifies new sources of revenue for facility operations;
- Organizes and presents special events;
- Develops and implements promotional and marketing campaigns;
- Tracks participation and customer satisfaction with provided services;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Graduation from an accredited four-year college or university with a major in recreation or a closely related field; (experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.)

One year of recent full-time experience coordinating and supervising the operations of a community recreation center or a recreational service program.

Ability to effectively communicate orally and in writing;

Ability to deal effectively with the public;

COMMUNITY SERVICES SUPERVISOR (Continued):

Ability to manage park facilities and recreational service programs and recommend changes;

Ability to maintain accurate files and records;

Willingness to work an irregular schedule including nights, holidays and weekends;

Proof of a valid motor vehicle operator's license is required at time of filing;

A standard first aid certificate may be required after appointment.

**HISTORY:**

Classification Specification revised 06/10/81.

Consolidation of the following classifications: Community Relations Assistant II (Recreation only); Outdoor Recreation Supervisor I, II; Recreation Program Specialist I, II; Special Services Supervisor I, II, III, IV; Sports Supervisor.

Deletion of grade levels; 10/01/96.

Approval/Adoption Dates: 12/18/96 - Human Resources Department  
01/08/97 - Civil Service Commission