

ORDINANCE 98 – 24

AN ORDINANCE AMENDING ORDINANCE 83- 8 “AN ORDINANCE ADOPTING A CODIFICATION OF PERSONNEL CLASSIFICATION PLAN AND CODIFICATION OF PERSONNEL PAY PLAN, PROVIDING FOR WAIVER THEREOF, REPEALING PRIOR CONFLICTING ORDINANCES AND REGULATIONS, WITH SEVERABILITY CLAUSE AND EMERGENCY PROVISION” BY PROVIDING A JOB DESCRIPTION AND PAY CLASSIFICATION AS SHOWN ON EXHIBIT “A” FOR THE POSITION OF RECREATION SUPERVISOR WITH SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Russellville has previously adopted Ordinance 83-8 “An Ordinance Adopting a Codification of Personnel Classification Plan and Codification of Personnel Pay Plan, Providing for Waiver Thereof, Repealing Prior Conflicting Ordinances and Regulations, with Severability and Emergency Provision” and the City has now determined that it is necessary and proper to amend that ordinance to provide for an accurate job description and pay classification for the position of Recreation Supervisor;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF RUSSELLVILLE, THAT:

Section 1: The job description and pay classification for the position of Recreation Supervisor set forth on Exhibit “A” attached hereto is adopted for that position, and that position is classified as shown on the Exhibit for payment classification.

Section 2: In the event any provision of this Ordinance is invalid for any reason, such invalidity shall not affect the validity of any other provisions.

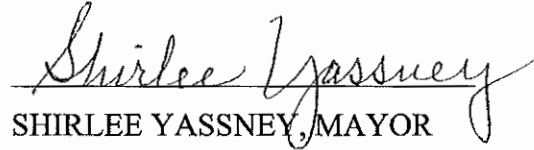
Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.

Section 4: This Ordinance shall be effective upon its passage and publication according to law.

FIRST READING CONDUCTED ON Dec. 22nd, 1999.

SECOND READING CONDUCTED AND PASSAGE by roll call vote  
this 5th day of JANUARY, 1999.

AYES:	NAYES:	ABSTAINING	ABSENT
<u>Russell Jones</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>Gerald Chapman</u>	_____	_____	_____
<u>Pat Bell</u>	_____	_____	_____
<u>Sean Hankins</u>	_____	_____	_____
<u>Howard Wray</u>	_____	_____	_____
<u>Morris L. Kisselbaugh</u>			

  
SHIRLEE YASSNEY, MAYOR

ATTEST:

  
PEGGY JENKINS, CITY CLERK

Class Title: Recreation Supervisor

Department: Parks and Recreation

Supervisor: Assistant Recreation Director

Supervises: All Employees Assigned to Asst. Recreation Director

Class Characteristics: Under general administrative direction, plans and formulates an assigned major function or phase of the recreation program and supervises playgrounds, recreation centers, and/or assigned special staff in the conduct of such assigned phases. He or she may assist the director of recreation or assistant director in details of administration; or may on the other hand, devote a portion of time to leadership, organization, or recreation activities at a playground or center. He or she is concerned with the orientation, training, and supervision of staff members, particularly seasonal and part-time workers. Also performs related work as required.

#### General Duties and Responsibilities

Essential: Plans and promotes a variety of activities and events for various age and special interest groups at all recreation facilities. Coordinates schedules for recreation centers and playgrounds. Orients, trains, and instructs recreation leaders, particularly part-time and volunteer employees. Inspects operation at each center and playground. Confers individually with staff members in the exercise of supervisory authority and leadership. Organizes or encourages the formation of teams and leagues of participants in popular competitive athletic games. Plans and stimulates interest in organized competition including leagues and tournaments. Plans, coordinates, and supervises the arts and crafts program offered by the organization. Will serve as instructor, official, or program leader in various programs and activities. Keeps record of recreation equipment needs. Attends meetings and reports on activities as requested.

Non – Essential: None

#### DESIRABLE QUALIFICATIONS

Training and Experience: Bachelors degree in Recreation or closely related field preferred. Work experience in recreation preferred, but not required.

Special Knowledge, Skills, and Abilities:

The recreation supervisor is required to have a knowledge of the basic psychology, techniques, and methodology of organizing groups in a recreation setting; ability to use volunteers effectively; skills in training procedures; thorough knowledge of various special recreation programs, and ability to lead participants in a variety of activities; skills in communications and public relations; and ability to work harmoniously and cooperatively with fellow employees and the public.

ADDITIONAL INFORMATION

Instructions: Vary with activities – both general and specific; must use own judgement most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Work is generally reviewed with a combination of reports and periodically by Director and Assistant Recreation Director.

Tools, Equipment, and Vehicles Used: Vehicle; recreational equipment; small hand tools; normal office equipment

Physical Requirements of the Job. Work is performed both outdoors and indoors, including office and out of office indoor work. Must lift light objects (up to 25 pounds); must operate vehicle.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirement of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate

Interruptions: Moderate

Special Licensing Requirements: Must possess and maintain valid drivers license issued by the Commonwealth of Kentucky.

Availability: Must be able to adapt to very flexible and inconsistent schedule.

Certification Requirements: Membership in Kentucky Recreation and Park Society preferred, but not required.

Overtime Provision: Non - Exempt