

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2015-223

POSITION TITLE	Recreation Supervisor	SALARY RANGE:	\$12.79-23.73 (G)
DEPARTMENT	Parks and Recreation	FLSA/UNION STATUS:	NOT COVERED/NONUNION
PERIOD TO APPLY:	4/28/15-5/18/15 (NO LATER THAN 5:00 P.M.)	POSITION STATUS:	CLASSIFIED/FULL-TIME
SUPERVISOR:	Matt Cottle	LOCATION:	GCCC

GENERAL PURPOSE

Supervise and coordinate events, programs and activities such as swim pool program and/or teen or youth programs within the Community Services, Recreation Division, or Parks MRC.

SUPERVISION RECEIVED

Works under the general guidance and direction of assigned supervisor.

SUPERVISION EXERCISED

Provides close to general supervision to staff.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class).

- Supervises and coordinates activities of unit; plans and implements programs.
- Ensures policies, procedures, rules and regulations are enforced.
- Provides assistance and training to unit personnel.
- Supervises and evaluates staff.
- Performs related duties and duties of subordinates as needed.
- Evaluates need for and recommends additional unit equipment, resources and personnel.
- Prepares required and special reports.
- Assists in maintaining cleanliness of restrooms and pools (which includes handling chemicals for the pool).
- Performs a variety of unit related administrative tasks associated with budget preparation, scheduling, and management of assigned equipment, finances such as handling money, personnel and other resources.
- Serves as division representative at various community meetings.
- Attends meetings, seminars and workshops as required.
- Assists with program and activity registrations as required.

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MINIMUM QUALIFICATIONS

Education and Experience:

For Assignment in Recreation:

High School Diploma or GED and 2 years of experience in recreation, education or childcare or an equivalent combination of education and experience. Two (2) years of supervisory experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge in assigned program(s) and budgets.

Considerable skill in computers and office equipment, supervisory techniques, program development, effective written and communication skills as well as interpersonal relations.

Ability to Supervise and evaluate and make good judgment decisions regarding people and programs.

SPECIAL QUALIFICATIONS:

Must successfully pass background investigation.

Must pass a drug and alcohol screening prior to employment and periodically thereafter.

Must possess current Lifeguard, Lifeguard Training and Water Safety Instructor certificates from the American Red Cross. Must be certified in CPR for Professional Rescuer and standard first aid. Must become certified in CPO (Certified Pool Operator) within one year of hire.

Must possess a valid New Mexico driver's license upon hire and obtain a City of Santa Fe driving permit within three (3) months of hire.

WORK ENVIRONMENT:

Work is performed inside or outdoors at a recreational facility. Subject to cuts, scrapes, bruises, broken bones, germs, hazardous chemicals, bacteria, viruses, dust; requires medium physical exertion, including sitting, walking, standing, bending, twisting, squatting, stooping, kneeling, reaching, and climbing; must be able to lift and carry 50 pounds. Irregular work hours required including weekends, evenings and holidays.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

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TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. *Incomplete applications may delay or exclude consideration of your application.*