

CITY COUNCIL MEETING  
OCTOBER 1, 1986

13

VARIOUS ACTIONS  
ASSOCIATED WITH  
ESTABLISHMENT OF  
RECREATION  
SUPERINTENDENT  
APPROVED

CC-34

Council was reminded that the 1986-87 budget recommended the deletion of a Senior Recreation Supervisor and creation of a Recreation Superintendent. This position will be responsible for the Recreation Division of the Department of Recreation and Parks.

RES. NO. 86-151

Council adopted Resolution No. 86-151 approving the Class Specifications for Recreation Superintendent as Mid-Management, and set the salary ranges as follows:

STEP	BI-WEEKLY
A	\$1,006.88
B	\$1,057.22
C	\$1,110.08
D	\$1,165.58
E	\$1,223.86

# COUNCIL COMMUNICATION

TO THE CITY COUNCIL  
FROM THE CITY MANAGER'S OFFICE

DATE: October 1, 1986

NO.

SUBJECT: APPROVE SPECIFICATIONS TO ESTABLISH RECREATION SUPERINTENDENT AS MID-MANAGEMENT

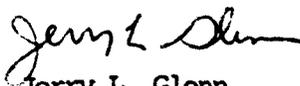
PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: That the City Council approve the attached specifications for Recreation Superintendent to establish the position as Mid-Management and set the salary ranges as follows:

Step	Bi-Weekly
A	\$1,006.88
B	1,057.22
C	1,110.08
D	1,165.58
E	1,223.86

BACKGROUND INFORMATION: The 1986-87 budget recommended the deletion of a Sr. Recreation Supervisor and creation of a Recreation Superintendent. This position will be responsible for the Recreation Division of the Department of Recreation and Parks.

Respectfully submitted,



Jerry L. Glenn  
Assistant City Manager

JLG:br

attachment

COUNCO92

## RECREATION SUPERINTENDENT

DEFINITION

Plans, organizes, supervises, and administers a comprehensive community recreation program and its related facilities. Directs and coordinates operating and capital improvement budgets, personnel, and related activities of the Recreation Division.

DISTINGUISHING CHARACTERISTICS

This is a management level position in the Parks and Recreation Department. The position is responsible for the Recreation Division and performs a number of duties which require extensive external contacts and working relationships. The Recreation Superintendent acts as Director of Parks and Recreation in the Director's absence and is distinguished from the Recreation Supervisor class by the extent of division responsibility and administrative duties.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Parks and Recreation.

Exercises general direction over the Recreation Supervisors and all other subordinate positions and volunteers related to Recreation Division program.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Surveys and determines community recreational and leisure interests; determines programs to be offered and resources required to implement them.

Plans, formulates, evaluates, and administers a broad and varied range of community recreation programs and activities that meet current and future needs of the community.

Assumes responsibility for the preparation, coordination, and administration of the Recreation Division's operating and capital budgets.

Assumes responsibility for a variety of personnel actions including training, performance evaluation, and disciplinary actions. Recommends the hiring and suspension of personnel; coordinates with staff, part-time and voluntary personnel and directs staff meetings as needed or required.

Meets with individuals, organized community groups, committees, commissions and boards to promote the department's programs and facilities. Reviews and develops solutions to citizen complaints, suggestions, and requests.

Develops and directs public relations, publicity, program brochures, information for the Recreation Division; represents the Department/Division when requested at various public, civic, and related professional affairs.

Assumes responsibility for the coordination of Recreation Division activities with the Parks Superintendent including assisting in the direction and coordination of secretarial staff for division program needs.

City of Lodi  
Recreation Superintendent (Continued)

EXAMPLES OF DUTIES

Orders material, supplies, equipment, goods; prepares and coordinates division purchase orders, authorizes payment and controls expenditures.

Directs and coordinates Department computer programs.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Principles in recreation program development and administration.

Basic municipal budget preparation, implementation, control and accounting.

Public personnel administration, including employer/employee relationships, recruitment and selection.

General psychological principles in communicating and dealing with individual people and groups.

Statistical methods and graphic presentation.

Safety principles, practices and procedures in organizing and coordinating recreation programs.

Ability to:

Plan, organize, supervise and administer all assigned phases of the Division programs and its operation.

Assist with preparation of operating and capital improvement budgets and control of expenditures.

Establish and maintain cooperative relationships with the public, public officials, employees and others contacted during the course of work.

Work with and interrelate to citizen involvements, complaints and response to expressed needs; work and assist with group relations, relationships, and interactions.

Direct, coordinate, program and interpret standard computer operations; implementation and information for staff and Department use.

Prepare completed staff work for oral and written presentation.

Speak and write effectively.

City of Lodi  
Recreation Superintendent (Continued)

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely produce the qualified knowledge and ability. A typical combination is:

Experience

Five (5) years progressively responsible experience in recreation management and administration, three (3) years of which were in a supervisory capacity.

Education

Graduation from a accredited college or university with a Bachelor's degree in recreation management/administration or a related field.

RESOLUTION NO. 86-151

RESOLUTION APPROVING VARIOUS ACTIONS ASSOCIATED  
WITH THE ESTABLISHMENT OF THE POSITION OF RECREATION SUPERINTENDENT

RESOLVED, that the City Council of the City of Lodi does hereby establishing the following salary range for the position of Recreation Superintendent:

STEP	Bi-Weekly
A	\$1,006.88
B	\$1,057.22
C	\$1,110.08
D	\$1,165.58
E	\$1,223.86

BE IT FURTHER RESOLVED, that the City Council of the City of Lodi does hereby establish this position as a Mid-Management with the City of Lodi.

Dated: October 1, 1986

I hereby certify that Resolution No. 86-151 was passed and adopted by the City Council of the City of Lodi at a Regular Meeting held October 1, 1986 by the following vote:

Ayes: Council Member - Hinchman, Olson, Pinkerton, Snider, and Reid (Mayor)

Noes: Council Member - None

Absent: Council Member - None

*Alice M. Reimche*  
ALICE M. REIMCHE  
City Clerk

CLOSED  
SESSION

cc-24

Pursuant to State Statute, the following notice was mailed under Declaration of Mailing to persons listed on Exhibit B hereinafter set forth advising of a special meeting to be held Wednesday, October 8, 1986, immediately following the previously noticed Special Meeting which commenced at 7:30 p.m.

NOTICE OF SPECIAL MEETING  
LODI CITY COUNCIL

Notice is hereby given that Mayor Fred M. Reid has called a second Special Meeting of the Lodi City Council for Wednesday, October 8, 1986 which will commence immediately following the previously noticed Special Meeting which commences at 7:30 p.m. The subject Special Meeting will be held in the Council Chambers, 221 West Pine Street, Lodi, and will be a Closed Session concerning labor relations.

Dated: October 7, 1986

Alice M. Reimche  
City Clerk

Roll Call was recorded by the City Clerk as follows:

Present: Council Members - Olson, Snider, Pinkerton,  
Hinchman, and Reid (Mayor)

Absent: Council Members - None

Also Present: City Manager Peterson, Assistant City  
Manager Glenn, City Attorney Stein, Police  
Captain Larry Hansen and City Clerk Reimche

NOTICE OF SPECIAL COUNCIL MEETING  
MAILING LIST

Fred M. Reid  
1168 Northwood  
Avenue  
Lodi, CA 95240

John R. Snider  
808 Evert Court  
Lodi, CA 95240

KSTN  
2171 Ralph Avenue  
Deanna Enright  
Stockton, CA 95206  
Stockton

Stockton Record  
P. O. Box 900  
Stockton, CA 95201

Ass't City Manager  
City of Lodi  
Lodi, CA

Public Works Director  
Lodi, CA

David M. Hinchman Evelyn M. Olson  
1131 South Pleasant 730 West Lodi  
Lodi, CA 95240 Lodi, CA 95240

James, W. Pinkerton KCVR  
916 West Turner Road P. O. Box 600  
Lodi, CA 95240 Lodi, CA 95240

Lodi News Sentinel King Videocable  
Attn: Ms. Aspanasewicz Attn:  
125 North Church Str. 1521 S.  
Lodi, CA 95240 Lodi, CA 95240

Lodi Magazine City Manager  
P. O. Box 648 City of Lodi  
Lodi, CA 95241 Lodi, CA

City Attorney City Clerk  
City of Lodi City of Lodi  
Lodi, CA Lodi CA

Community Development  
Director  
Lodi, CA

EXHIBIT B