

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3318

**TITLE:** RECREATION DIVISION SUPERVISOR I

**GRADE:** S-27

**DEFINITION:**

Under direction, serves as head of a division with County-wide responsibility for a specific program area such as Playgrounds, Hobby Classes, Competitive Sports, Performing and Fine Arts, Youth Services, or Senior Services; and performs related work as required.

**ILLUSTRATIVE DUTIES:**

Plans, initiates and supervises a specialty program of recreation activities for the entire County;

Supervises and trains subordinates and volunteers in the activities of the recreation specialty;

Prepares the division's budget;

Researches and adopts new concepts in the specialty;

Serves as County recreation consultant in the specialty;

Interprets the philosophy of the County's recreation program to the general public;

Prepares reports on the recreation specialty;

Approves the hiring of part-time employees.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of public recreation;

Ability to plan and develop programs in the recreation specialty;

Ability to maintain effective relationships with employees and the general public;

Ability to effectively train and supervise employees;

Ability to write clear and concise reports;

Knowledge of the principles and practices of casework supervision and knowledge of current trends and methods for helping delinquent and pre-delinquent youth, may be required for Youth Services.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with degree in recreation or a related field (e.g., psychology, sociology, gerontology); plus four years of progressive, full-time experience in community recreation activities, or in leadership of the specialty in a related field.

REFORMATTED/REVISED: December 3, 2007

REVISED: January 30, 1987

