

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Therapeutic Supervisor (7126)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Parks, Recreation & Neighborhood Services	Therapeutic Services Manager	Exempt

**CLASS SUMMARY**

Under general supervision, performs work of moderate difficulty developing and supervising major city-wide therapeutic recreation programs and human services for persons with disabilities. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

An employee in this class is responsible for special, major and city-wide therapeutic recreation programs. This class differs from the Therapeutic Specialist in that Therapeutic Specialists are responsible for developing, supervising and implementing a variety of specialized therapeutic recreation programs and human services designed specifically for persons with disabilities including physical, sensory, auditory and mental disabilities. while Therapeutic Supervisors have full supervisory authority over Therapeutic Specialists and supervise programs and services designed specifically for persons with disabilities. This classification differs from the higher level Therapeutic Services Manager, which is responsible for coordinating Therapeutic Service operations at one or more community centers, with responsibility for treatment services, budget and policy direction. This class differs from that of Recreation Supervisor in that incumbents of the latter class are responsible for general recreation programs in a large district comprising several neighborhoods within the City or for an entire comprehensive city-wide special program.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

Any combination of experience equivalent to completion of a bachelor's degree in Recreation and Leisure Studies, Therapeutic Recreation, Physical Education, Physical or Occupational Therapy or closely related field and two (2) years of specialized experience in therapeutic recreation programs serving disabled individuals.

**Required Licensing (such as driver's license, certifications, etc.)**

Possession of a valid State of California Class A or B driver's license with applicable endorsements may be required for some positions.

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Therapeutic Supervisor (7126)**

**Other Qualifications**

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

**Basic Knowledge, Skills and Abilities**

(Needed at entry into the job in order to perform the essential duties.)

Knowledge of a variety of therapeutic recreation activities.

- Knowledge of mental, physical, and developmental disabilities, and the service and safety needs associated with each.
- Knowledge of principles and practices of supervision.
- Ability to coordinate and adapt a variety of special recreation activities of major scope to the needs of disabled persons.
- Ability to relate effectively to disabled persons, employees, and the public.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to supervise a variety of therapeutic recreation activities.

**Desirable Qualifications**

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of City policy and administrative procedures.
- Knowledge of basic accounting and budgeting.
- Knowledge of local organizations and agencies providing services to the disabled.
- Knowledge of special program standards and their application to therapeutic recreation.
- Knowledge of public information and program promotion techniques.

DUTY NO.	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination, and disciplinary recommendations and any other recommendations related to the change in status of employees. Recruits, assigns trains, supervises and counsels contract employees, students and volunteers.	Continuous
2.	Plans, coordinates and supervises programs for individuals of all ages with various types of disabilities, including year-round activities, aquatics, specialized programs, mental health programs, inclusion services and special events such as the wheelchair games. city-wide special programs and events, and special trips and outings for participants.	Continuous
3.	Plans, organizes and supervises human services for people with a wide range of disabilities including information and referral services, program collaborations and public outreach.	Continuous
4.	Plans, organizes, and supervises special programs designed to involve other related agencies in program administration.	Frequent

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Therapeutic Supervisor (7126)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE- QUENCY*
5.	Performs public contact and liaison work, development and administration.	Frequent
6.	Supervises development of resources through fund-raising to support operation of programs, and the purchase of equipment and supplies.	Occasional
7.	Prepares reports on program operations such as quarterly reports, monthly summaries, grant program evaluations, and memorandums.	Frequent
8.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

**CLASSIFICATION HISTORY:** Established 8/82; revised and retitled 4/85 (formerly Supervising Therapeutics Specialist); revised 4/92, s001; revised 9/08, s002