

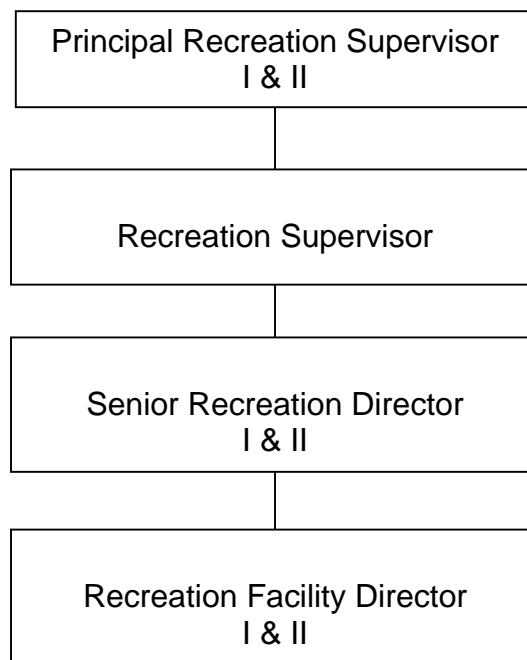
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR RECREATION FACILITY DIRECTOR

This information is being given to you to describe potential opportunities as a Recreation Facility Director. The career ladders that Recreation Facility Directors most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review class specifications and some job bulletins through the Personnel Department's website at www.lacity.org/PER or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

COMMON CAREER LADDERS FOR RECREATION FACILITY DIRECTOR

The chart below shows the normal career paths of Recreation Facility Director. For example, normal advancement for Recreation Director is from Senior Recreation Director to Recreation Supervisor.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Senior Recreation Director (Paygrade I and II)

Duties: Plans, organizes, and directs a broad program of recreation activities at a major or specialized recreational facility or group of facilities, or may plan and organize specialized regional recreation, senior citizen nutrition, or senior citizen volunteer work programs;

prepares budget requests, writes reports, applies sound supervisory principles and techniques in building and maintaining an effective workforce, and fulfills equal employment opportunity responsibilities.

Requirements: Two years of full-time paid experience as a Recreation Facility Director or in a class at least at that level directing recreational activities.

Note: The above information does not replace class specifications and examination bulletins.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (213) 847-9240 to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.