

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Activities Specialist Supervisor

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### Definition

Supervises a unit of a state institution's activity program; performs the full range of supervisory functions required for collective bargaining exemption purposes; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Prepares budget estimates for the area of responsibility; makes purchase requests to the supervisor for needed materials.

Develops and sets policies and procedures for the area of responsibility subject to approval by a higher-level treatment position.

Assists a higher-level treatment position in developing policies and procedures for the entire activities program at an institution.

Consults and confers with other professional treatment staff such as medical, nursing, social work, psychology, and other staff members in regard to residents and the therapeutic activity; meets with community organizations.

Participates as a member of the treatment team; prepares and presents evaluations and progress reports on residents; offers opinions, suggestions, advice and expertise concerning the resident and therapeutic activities.

Conducts intensive one to one or group sessions with the most difficult residents to channel aggressive behavior and to develop self-expression, new skills and abilities and socialization.

Attends professional conferences and meetings.

Consults with internship students in various program areas.

### Competencies Required

Knowledge:

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
  - English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
  - Therapy and Counseling – Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
  - Psychology – Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
  - Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
  - Sociology and Anthropology – Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.
  - Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
  - Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.

**Abilities:**

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Fluency of Ideas – Come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Skills:**

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation – Actively looking for ways to help people.
- Time Management – Managing one's own time and the time of others.
- Management of Material Resources – Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Coordination – Adjusting actions in relation to others' actions.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.

### **Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with major course work in art, the behavioral/social sciences, industrial therapy, music, occupational therapy, physical education, recreation, rehabilitation, therapeutic recreation, or other closely-related fields, and experience equal to two years of full-time professional-level work in an activities program.
- 2) A total of six years of education and/or full-time professional-level experience in an activities program, where thirty semester hours of accredited college or university coursework in art, the behavioral/social sciences, industrial therapy, music, occupational therapy, physical education, recreation, rehabilitation, therapeutic recreation, or other closely-related fields equals one year of full-time experience.
- 3) All of the following (a, b, and c):
  - a. One year of full-time professional-level work experience in and activities program; and
  - b. A total of four years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university coursework in art, the behavioral/social sciences, industrial therapy, music, occupational therapy, physical education, recreation, rehabilitation, therapeutic recreation, or other closely-related fields equals one year of full-time experience; and
  - c. A total of one year of graduate-level education, where twenty-four semester hours of accredited graduate college or university coursework in art, the behavioral/social

sciences, industrial therapy, music, occupational therapy, physical education, recreation, rehabilitation, therapeutic recreation, or other closely-related fields equals one year.

- 4) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as an Activities Specialist 1.

### **Notes**

Within a period of time after hire, as determined by the appointing authority, employees in this class may be required to obtain a Commercial Driver's License (CDL) and endorsements.

*Effective date: 01/25 KC*