

RECREATION MANAGER

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of recreation staff responsible for providing a variety of recreation and community programs, services, and activities, including youth and senior programs, youth and adult sports, contract activities, special events, recreation centers, capital improvement and park facilities; performs a variety of technical tasks and professional recreation work relative to the assigned area of responsibility; provides highly responsible and complex administrative support to the Parks, Trails and Recreation Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks, Trails, and Recreation Director. Exercises direct and general supervision over assigned staff, contractors, and volunteers.

CLASS CHARACTERISTICS

This a management-level class in the recreation class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of recreation staff either directly or through coordinators. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Parks, Recreation and Trails Director in that the latter has overall management responsibility of all Parks, Trails, Recreation and Senior Service programs, activities and facilities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assume management responsibility for assigned Parks, Trails & Recreation Department services and activities including classes, special events, camps, projects, and marketing.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Parks, Trails & Recreation Department; recommend, within Departmental policy, appropriate service, and staffing levels; recommend and administer policies and procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Parks, Trails and Recreation; direct the implementation of improvements.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Plan, direct, coordinate, and review the work plan for the Recreation Department; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Manage and participate in the development and administration of Park, Trails & Recreation Department annual program budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

- Serve as a liaison for the Parks, Trails & Recreation Department with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.
- Provide responsible staff assistance to the Director of Parks and Recreation; prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to recreation programs, policies, and procedures as appropriate.
- Direct, coordinate, plan, and market seasonal programs.
- Review requests for recreational services and programs; approve or disapprove program proposals.
- Serve as a capital improvement, maintenance and program liaison to City commissions, foundations and committees.
- Schedule Community Center & park facilities.
- Develop and facilitate building and park improvement projects.
- Hire and supervise staff, contractors, and consultants for programs and projects.
- Assist with fundraising; write grant requests.
- Assists with development of contract administration and use agreements.
- Coordinates first aid, cardiopulmonary resuscitation (CPR), and other safety training and certification courses for Department staff.
- Recommends, monitors and evaluates department information technology needs and assists I.T. contract workers.
- Establishes and updates emergency operations manual and care and shelter logistics.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.
- Principles, practices, and service delivery needs related to facility rentals, classes, and community events.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Procedures for planning, implementing, and maintaining facilities and projects through community participation, project management and contract supervision.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines.
- Principles and practices of contract administration and evaluation.
- Principles and practices of public relations techniques.
- Principles and procedures of record keeping and report preparation.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, contractors, and volunteers.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Develop, plan, coordinate, and implement a variety of recreational programs and facilities suited to the needs of the community.
- Prepare and monitor program budgets.
- Negotiate and administer contracts.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate business arithmetic and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation administration, public or business administration, or a related field and four (4) years of responsible recreational programming experience, including one (1) year of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must obtain American Red Cross First Aid Certificate and CPR Certificate for infant, child, and adult within three (3) months of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle and to visit various City, recreation, and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to

participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Incumbents partially work in the field and may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, and/or weekends.

A Pre-employment tuberculosis test and continuous TB certification for working with minors is also required.