



RECREATION MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under the general direction of the Parks & Recreation Director, to plan, organize and direct the operation of assigned Recreation Division programs; to provide highly responsible professional and technical staff assistance; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Parks & Recreation Director. Exercises direct supervision over Recreational Division staff including recreation supervisors, coordinators, clerical, casual/seasonal and contract, volunteer, and intern staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Formulate policies, procedures, goals and objectives of the Recreation Division.
- Analyze the effectiveness of Division programs and delivery systems and recommend operational changes.
- Plan, organize, direct and supervise the work of assigned Recreation Division staff to develop and implement broad and comprehensive community recreation, cultural, athletic, social and human services programs, including the implementation of various service delivery systems.
- Coordinate the work of the division with other City departments, City divisions, other groups and agencies and various vendors.
- Plan, organize, coordinate and direct the development, maintenance and operation of recreation buildings and facilities.
- Plan, organize, coordinate and direct the planning, staffing and operation of support staff personnel who deal with the public, provide clerical support to program staff, collect and handle program fees and other revenues, and other office operations.
- Select, train, supervise, motivate and evaluate assigned recreation staff, provide or coordinate staff training; work with employees to correct deficiencies, implement discipline and termination procedures.
- Survey City recreation and other facilities and identify infrastructure concerns.
- Develop and assist in the administration of recreation capital improvements.
- Assist in the preparation and administration of improvement projects.
- Perform on-site supervision of recreation facility construction and repair projects.
- Manage Recreation Division's motor vehicles and other major equipment.
- Supervise the development and production of the City's Recreation Activities Guide and other promotional materials prepared for public dissemination.
- Supervise Parks & Recreation Department public relations and marketing programs, as assigned.
- Negotiate and administer contracts for maintenance, custodial services, activities instruction, sports officials and other related programs.

- Prepare reports, provide staff support, and/or attend meetings for the Parks & Recreation Director, City Manager, City Boards and Commissions, and community groups as required.
- Provide support, advice and facilities for various cosponsored community groups and other public and private recreation, cultural, athletic, social, human service and education agencies.
- Meet with citizens to discuss City recreation and other programs and facilities.
- Receive and resolve citizen complaints.
- Establish and maintain effective working relationships with those contacted in the course of work.
- May be assigned to act as Director of Parks & Recreation in the Director's absence.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: Theories, techniques and methods for planning, implementing and maintaining a variety of recreation, cultural, social and human service activities, through community programs; marketing and promotion techniques to insure community-wide knowledge of City and other community group services and to maintain revenue streams necessary to maintain City programs; principles of parks and recreation facility planning, development, operation and maintenance; pertinent laws, codes and safety orders covering recreation and related programs and work. Principles and techniques of organization, supervision and training, budgeting and budget control, personnel management, record keeping procedures, safe work practices, report preparation and contract preparation and administration; methods to establish and maintain cooperative working relationships with subordinate employees, other City staff, community groups and members of the general public.

Ability to: Analyze and take action to meet the needs of the community for recreational, cultural, athletic, social and human service facilities, programs and activities. Recruit, train, plan, assign, direct and evaluate the activities of program supervisors and coordinators, support staff, maintenance and custodial staff, and part time program leaders, contractors and others. Monitor new programs and facility operation procedures and techniques; analyze new trends and ideas in the field of public recreation and community services; and implement, as appropriate, to better serve the residents of the community. Analyze situations accurately and adopt an effective course of action; follow oral and written directions; keep accurate records and prepare clear and concise oral and written reports, Establish and maintain cooperative working relationships with municipal officials, subordinate employees and the general public; administer Memoranda of Understanding.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education/Experience: Sufficient education to satisfactorily perform the duties of the classification. A typical qualifying education would be the equivalent of a four year college degree in recreation, public administration or a related field. Four years of increasingly responsible administrative and supervisory experience in recreation, cultural, athletic, social, and/or human service programs and activities.

License: Possession of a Class C California Driver's License.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Ability to remain calm when dealing with conflict; deal courteously and effectively with the general public; use independent judgment and initiative.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City, and have availability to work off-hours shifts or events as required; strength to lift and carry materials weighing to 40 lbs.; ability to sit, stand and walk for long periods of time daily; mobility to lead groups in activities involving steep or rough terrain; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone.

B711
RECREATION MANAGER
BAMM
EXEMPT
MARCH 2020