



Date Adopted: December 19, 2017
 Date Revised: _____

Title: Recreation Manager

FLSA: EXEMPT/AT-WILL/MANAGEMENT

General Purpose:

Under direction of the Park and Community Services Director, plans, directs, coordinates and supervises activities and Recreation Division programs that may include: revenue generation, special interest classes, youth programs; senior citizens; league sports, and special programs as assigned. Duties include extensive work with other department, agencies and the community requiring problem solving, creativity, commitment, tact and discretion. This position functions as a member of the Parks and Community Services Department management team in Departmental policy development, administrative planning and addressing of Departmental problems, budget development, personnel recruitment; and does related work as required.

Distinguishing Characteristics:

The Recreation Manager is a management position responsible for directing, supervising, and participating in the activities of the Recreation Division; provides direct and indirect supervision and management of professional, technical, contract and clerical staff; provides highly responsible and complex staff assistance to the Parks and Community Services Director. Incumbents in this classification have a broad range of independence within policy and procedural limitations and work under minimal supervision. The incumbent is accountable to the Department Director for the effective supervision of personnel and the quality and efficiency of services directed. While the general parameters of the job are defined, the employee is expected to select and put into effect work procedures and practices which will lead to the effective and efficient accomplishment of Department goals. Recommendations on the improvement of Division activities are expected.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Plans, organizes, directs and coordinates Parks and Community Services/Recreation Division activities; plans, formulates and implements program plans for recreational activities, including the effective use of a wide variety of recreational areas, facilities and equipment.

Establishes general approaches to be used in carrying out projects and determines priorities; reviews activity reports and periodically checks work in progress and upon completion to ensure compliance with policy, standards and directions; resolves operational and personnel problems, which cannot be handled by lower level supervisors.

Investigates public complaints and requests related to functions supervised and makes determinations on action to be taken.

Prepares recommendations on budgetary needs as related to personnel, equipment and material, including related justifications; administers the Division budget including the approval and control of expenditures; develops long range plans and objectives for Division; conducts a continuing review of activities for purposes of detecting problem areas and increasing efficiency.

Evaluates Division staffing arrangements, staffing levels and work assignments and makes necessary recommendations to Department Director; sets performance standards for Division staff and evaluates performance; submits hiring recommendations for Division staff to the Department Director.

Coordinates activities of the Division with City staff, contractors and outside agencies; negotiates and implements concessionaire, joint use and license agreements with commercial service providers, community organizations and other public agencies.

Represents the City in meetings of the City Council, City Commissions/Committees and community groups; prepares and presents oral and written reports; develops agendas and staffs various Department committees.

Minimum Qualifications:

Knowledge of:

Principles, practices, methods and materials for municipal recreation programs, administration and activities.

Methods and techniques of evaluating recreational program needs and effectiveness.

Methods and techniques of coordinating facilities maintenance.

Supervisory principles and methods, including goal setting, budget preparation and administration and employee supervision.

Thorough knowledge of the facilities, arrangements, resources, and equipment and safety practices necessary to administer broad recreational programs.

Working knowledge of human behavior and psychology as applied to the various groups, which participate in recreational activities.

Customer service techniques.

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Ability To:

Develop, implement and oversee all recreation programs for the City.

Plan, coordinate and oversee recreation programs.

Plan, organize, assign, direct, review and evaluate comprehensive municipal recreation programs and activities.

Address large and small groups of people.

Select, train, motivate and evaluate assigned staff; develop, implement and interpret policies, procedures, goals, objectives and work standards.

Analyze problems, evaluate alternatives and make creative recommendations.

Establish and maintain effective working relationships with those contacted in the course of the work.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Represent the City effectively in meetings with others; and maintain accurate records and prepare clear and concise reports, meeting agendas and correspondence.

Physical Standards:

The physical standard described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to, bend and twist to reach files, walk, stand and run while participating in recreational programs or special events. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service budgets and technical reports; read and interpret complex data, staff reports, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

The employee's working hours may emphasize either outdoor or indoor work. There may be some light physical work or activity in the operation of recreational programs, handling of event supplies and/or equipment. The employee's work hours may vary in accordance with the program being offered.

Training and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelors degree from an accredited four-year college or university with specialization in recreation administration, leisure studies, business administration or a related field.

Experience: Four years of responsible recreation experience supervising a variety of leisure time and recreational programs and one year of administrative and/or lead supervisory experience.

Licenses; Certificates; Special Requirements:

This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.