



## RECREATION MANAGER

### **Definition:**

Under the administrative direction of the Director of Parks and Recreation, organizes, administers, and directs the daily operations for multiple recreation divisions within the department and assists with the development of plans, goals, and objectives to ensure a comprehensive recreational department for the community.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

1. Works closely with Director of Parks and Recreation to establish and implement goals, policies, and initiatives consistent with the Department's mission and service values.
2. Plans, directs, and coordinates recreation activities, events, services, and volunteer opportunities across the department including parks, facilities, and open spaces for the community at large.
3. Oversees the recruitment, hiring, training, and supervision of full-time, temporary recreation personnel, independent contractors, contracted vendors, and volunteers.
4. Evaluates the Department's staffing levels, and work assignments; sets performance standards for staff and evaluates performance.
5. Assists with annual budget process including the City's Capital Improvement Plan, as it relates to parks and recreation, and city facilities.
6. Ensures all department activities/services are conducted in accordance with applicable laws, ordinances, rules, and regulations.
7. Conducts studies and surveys on complex operational and administrative issues; analyzes findings and prepares reports of practical solutions for review by the Director of Parks and Recreation.
8. Prepares and makes presentations to City Council, Parks and Recreation Commission, and other boards and organizations as needed.
9. Assists with the implementation of the department's recreation registration software system, marketing/social media campaigns, website content, and production of quarterly City News publication.
10. Maintains effective relations with other City departments, community groups, school districts, library, public safety, and the public.
11. Responds to, and resolves, difficult situations and sensitive public inquiries and complaints.
12. Acts as a department liaison with federal, state, county and local agencies, school

districts, community-based organizations, networks, commissions, and committees.

13. Serves as the Director of Parks and Recreation in their absence.

14. Performs other related duties as required.

### **Minimum Knowledge, Skill and Ability:**

#### **Knowledge of:**

- Recreational, cultural, and educational activities for all ages.
- Principles, techniques, operations, maintenance, and equipment of public recreation programs and community services including specific knowledge and skills in public swimming pool administration.
- Principles and methods of program development, implementation and promotion.
- Record keeping, reporting procedures, and principles of budgeting.
- First aid practices and techniques including specific knowledge to water safety.
- Principles of supervision, training, performance, and appraisal.
- Principles of organization and management.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions, and professional writing techniques.
- English usage, spelling, grammar, and punctuation.

#### **Skill and Ability to:**

- Develop and administer business and recreation programs directed to the needs and desire of the community.
- Create and implement new concepts in programs and activities.
- Plan, organize, supervise, and direct the activities of personnel and volunteers involved in conducting recreation and community services programs with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Initiate effective communication skills in a written and/or verbal format. Prepare detailed reports and other written material.
- Analyze problems quickly and draw logical conclusions. Plan and implement an effective and efficient course of action.
- Provide input and analysis as it relates to recreation programming, facility development and design as well as park development and design.

- Provide good customer service to both internal and external customers, maintaining positive and effective working relationships with all City employees.
- Adapt in a high-volume, fast-paced working atmosphere with multiple activities.
- Keep abreast of laws and standards in recreation related services and maintain current knowledge of job requirements and responsibilities within the division.

### **Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a B.A./B.S. degree from an accredited college or university with major course work in leisure studies, recreation administration, physical education, or a related field, and at least five (5) years of increasingly responsible administration and management of recreation/community services programs. Additional years of increasingly responsible and directly relevant experience may substitute for college credits on a year-for-year basis.

### **Licenses and Certificates:**

Possession of a valid California driver's license and current First Aid/CPR certification is required by the date of hire.

### **Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Subject to inside and outside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings, weekends and holidays.
- Requires the ability to lift, push, and/or pull items not exceeding 75 pounds.