

RECREATION MANAGER

DEFINITION

To plan, organize, direct and coordinate Recreation division related operations within the Community Services Department including facility operations, active adult and senior services, recreation programming, special events and community projects; to coordinate activities with other departments; and to provide highly complex staff assistance to the Community Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Services Director.

Exercises direct supervision over assigned supervisory, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct Recreation division activities including the development and implementation of recreation programs, special events, community engagement projects and active adult and senior services to serve a broad spectrum of the community.

Direct, oversee and participate in the development of the Recreation division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare the Recreation division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recruit, interview, and select staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Perform research and conduct surveys regarding leisure services, program best practices, and recreation facilities, and other departmental or city-wide services/programs.

Oversee and coordinate department communication and outreach including developing and managing a communications program, branding, print and social media efforts, recreation guide, etc. Manages the customer interface for the department's recreation software.

Manage the delivery of assigned projects, initiatives, and special activities.

Assist the Community Services Director with presentations, reports, and agenda items for City Council and Commissions.

Develop new activities and programs and improve existing activities and programs to meet the leisure needs of the community.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Responsible for safety, fire and ADA compliance for Recreation division facilities.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of recreation program development and delivery.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the Recreation division operations, ensuring compliance with City

policies and procedures, local, state and federal laws and regulations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible experience in recreation administration, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, leisure or a related field. A Master's degree is preferred.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.