

RECREATION MANAGER

DEFINITION

Under the general direction of the Parks and Recreation Director, plans, organizes and directs the operation of the Recreation Division; provides highly responsible, professional and technical staff assistance; and performs related work as required.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Parks and Recreation Director and exercises direct and indirect supervision over personnel in assigned program areas.

ESSENTIAL AND IMPORTANT DUTIES (Illustrative Only)

- Formulates policies, procedures, goals and objectives of the Recreation Division; analyzes the effectiveness of division programs and delivery systems; and recommends operational changes.
- Plans, organizes, directs and supervises the work of the Recreation Division.
- Coordinates the work of the division with other City departments, City divisions, other groups and agencies, and various vendors.
- Plans, organizes, coordinates and directs the work of full and part-time subordinates in developing and implementing broad and comprehensive community recreation, cultural, athletic, social and human services programs including the implementation of various service delivery systems.
- Plans, organizes, coordinates and directs 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.
- Is responsible for recommending the selection and hiring process for new employees; is responsible for division training and the supervision of employees; reviews performance evaluations and personnel actions and takes, or recommends, appropriate corrective action, as required.
- Surveys City recreation and other facilities and identifies infrastructure concerns and assists in the administration of recreation capital improvements.
- Assists in preparation of annual Recreation Division budget including the written work program; controls budgetary expenditures and works with City Finance Department personnel to manage division revenue collection and cash handling.
- Supervises the development and production of the City's Recreation Activities Guide and other promotional materials prepared for public dissemination; supervises Parks and Recreation Department public relations and marketing programs, as assigned.

OTHER DUTIES

- Prepares reports, provides staff support, and/or attends meetings for the Parks and Recreation Director, City Manager with City Commissions and community groups, as required.
- Provides support, advice and facilities for various co-sponsored community groups and other public and private recreation, cultural, athletic, social, human service and education agencies.
- Meets with citizens to discuss City recreation and other programs and facilities; receives and resolves citizen complaints.
- May be assigned to act as Parks and Recreation Director in the Director's absence.
- Provides direct supervision of selected program areas.
- Serves as coordinator of special projects as assigned by Director.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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. Knowledge of the 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. Interpret and apply Federal, State and local policies, procedures, laws, and regulations.

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, 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 Memorandums of Understanding.

EDUCATION AND EXPERIENCE

Sufficient education and experience to successfully perform the essential duties of this classification. A typical way of gaining the knowledge, skills and abilities would be:

Experience: Four (4) years of increasingly responsible administrative and supervisory experience in recreation, cultural, athletic, social, and/or human service programs and activities.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration, or a related field.

Licenses and Certificates

Possession of a valid California Driver's license.