

RECREATION MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Recreation Division, including community and recreation programs, special events, recreation facility rental, and contract services; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the division head.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned services and activities of the Recreation Division, including community and recreation programs, special events, recreation facility rental, and contract management.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for Recreation Division staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate Recreation personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Serve as the liaison for the Recreation Division with other divisions, departments, outside agencies and community groups; negotiate and resolve sensitive and controversial issues.
8. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
9. Provide responsible staff assistance to the division head; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Recreation programs, policies, and procedures as appropriate.
10. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of recreation; incorporate new developments as appropriate.

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11. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles, practices and techniques of recreation and recreation facility management.
Principles and practices of program development and administration.
Principles of customer service, conflict resolution, public relations and marketing.
Advanced methods of report preparation and presentation.
English usage, spelling, grammar, punctuation at an advanced level.
Principles of supervision, training, and performance evaluation.
Principles and practices of municipal budget preparation and administration.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; social media.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive recreation program.
Oversee, direct, and coordinate the work of staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Administer contract services.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Interpret and apply federal, state, and local policies, laws, and regulations.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Deal constructively with conflict and develop a consensus.
Gain cooperation through discussion and persuasion.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in recreation management, recreation administration, public administration, or related field.

Experience:

Five years of increasingly responsible recreation program experience including three years of administrative and supervisory responsibility. Experience in a public agency is highly desirable.

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License or Certificate:

Possession of an appropriate, valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment, and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces, including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Mid-Management
FLSA Status: Exempt

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