

RECREATION MANAGER

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

DEFINITION

To participate in the overall operation of the City's recreation programs; to plan, organize, coordinate, develop, implement, promote, and evaluate recreation activities and programs for all ages; assist the director with various departmental issues, policies, programs, problems, and activities as needed.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from a higher level management position and exercises direct supervision over permanent, temporary, and seasonal, independent contract instructors, volunteers, and support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, and promotions for the City's Parks and Recreation programs.
- Exercise direct supervision over all assigned staff including permanent, temporary, seasonal staff, independent contract instructors, volunteers, and other assigned staff.
- Lead the effort and assist Human Resources staff in recruiting temporary, part-time, or seasonal staff as required.
- Train, supervise, evaluate, and resolve personnel problems of assigned staff.
- Develop recreation staff work schedules and maintain timecards.
- Develop emergency procedures and train staff regarding the implementation of the procedures.
- Recommend and assist in the implementation of goals and objectives and departmental strategic plans; implement approved policies and procedures.
- Oversee the development, publication, and distribution of the City's Activities Guide and other related documents.
- Participate in preparing and administering program budget; submit budget recommendations; monitor expenditures.
- Perform research and conduct surveys regarding leisure services, program best practices, aquatics, and recreation facilities, and other departmental or city-wide services/programs.
- Manage and oversee the use and operation of recreation facilities; including programming, maintenance and rental to the public and outside agencies.
- Develop, update, oversee, and monitor events and including permits, policies, and procedures as they pertain to departmental activities.
- Develop new activities and programs and improve existing activities and programs to meet the leisure needs of the community.

- Research and identify alternative funding sources; solicit and receive donations; participate in fund-raising events; prepare grant proposals, as necessary.
- Supervise and participate in program development, advertisement, registration, and implementation of recreation programs.
- Oversee the development of the annual Activities Guide.
- Respond to citizen concerns and requests.
- Notify City maintenance staff of maintenance required on facilities, equipment, or materials.
- Recommend fees and charges to the department head.
- Attend Parks and Community Services Commission and other community/departmental meetings as requested.
- Prepare clear and comprehensive reports as required.
- Perform research and conduct surveys regarding a variety of recreation and aquatic issues.
- Answer the telephone, assist, and register customers in the Community Services department office as needed.
- Act as the director in his/her absence.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Philosophy, principles, and practices of public recreation and/or aquatics programs.
- Recreation activities suitable for children, adults, disabled, and senior citizens.
- Procurement practices related to recreation and/or aquatics equipment and supplies.
- Marketing theories, principles, and practices and their application to a wide variety of leisure services.
- Recreation and office related software packages.
- Practices and principles of first aid and CPR lifesaving.
- Practices of training and supervision.
- Budget preparation control.
- Principles and practices of customer service.

Ability to:

- Supervise a variety of recreation programs.
- Communicate clearly and concisely, both orally and in writing.
- Develop and implement community recreational programs and analyze use, satisfaction, popularity, and effectiveness.
- Supervise and instruct individuals and groups in aquatic and recreation activities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret community demand for recreation and/or aquatic programs.
- Deal effectively with others encountered in the course of work.

Minimum Qualifications:

Education:

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

Experience:

Four years of increasingly responsible experience in recreation program development and implementation, including at least one year experience in staff supervision.

License Requirement:

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

Certificate Requirement:

- CPR for Professional Rescuer (or equivalent)
- First Aid for Safety Personnel (Title 22)

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

Some positions may require evening, weekend, or other shift work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Recreation Manager	1992		2/2002	4233	Non-Exempt	4
		11/2013	2013 - From Recreation Supervisor	2212	Changed to Exempt in 2013	2

APPROVED: _____
Administrative Services Director

Date: _____