



JOB DESCRIPTION

Recreation Manager

Date Prepared: September, 2013

SUMMARY: Under administrative direction, manages and oversees the operational functions of the City's recreation services and programs.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Develops, implements and oversees recreation services and programs; supervises staff in the planning, development, marketing, operation, implementation and evaluation of recreation services and programs; coordinates activities with other divisions, departments and agencies.
- Manages all recreation staff; trains and monitors staff; conducts disciplinary actions as warranted; promotes teambuilding; adheres to safety standards; ensures staff provide superior customer service.
- Develops and monitors the division budget; develops and prepares budget worksheets.
- Develops, implements and monitors the Benefit Everyone, Assist Recreation and Sports (BEARS) nonprofit corporation, the Youth Advisory Committee and all division program, classes, sports, camps and special events.
- Attends, participates and notates the Community Services Department Cabinet meetings, Community Services Advisory Committee.
- Demonstrate courteous and cooperative behavior when interacting with visitors, the public and City staff; maintains confidentiality of work-related issues and City information.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Recreation Administration or a closely related field; AND five years professional recreation administration experience, including four years of supervisory or management experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of contract administration.
- Principles and practices of recreation program administration.
- Principles and practices of public relations and marketing.
- Principles and practices of public finance.
- Principles and practices of conflict resolution.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Skill in:

- Using initiative, discretion and judgment within established procedures guidelines and rules.
- Defining problems; establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Managing staff; delegating tasks and authority; and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Establishing and maintaining cooperative working relationships with City Manager, Assistant City Manager, City Council, department heads, managers, supervisors, employees, vendors, contractors, businesses, schools, external public and private agencies/organizations and the general public.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.

LICENSE AND CERTIFICATION REQUIREMENTS:

Possession of a valid California State Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor examination settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.