



<b>Department:</b>	Mgmt. Srvc./Recreation
<b>Bargaining Unit:</b>	Mid-Management
<b>Salary Range:</b>	M39
<b>Last Revision:</b>	September 1997

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## **RECREATION SERVICES MANAGER**

### **DEFINITION**

Under general direction from the Director of Management Services, to manage the daily functions of the Recreation Division of the Management Services Department; to coordinate assigned activities with other divisions, outside agencies, and the general public; to select, supervise, train and evaluate staff; to provide highly responsible and complex staff assistance to the Director of Management Services.

### **SUPERVISION EXERCISED**

Exercises direct supervision over seasonal, full time, and contract support staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manage the day to day functions of the assigned programs and activities of the Recreation Division which provide a varied and complete program of recreation services that meet the needs of the community including youth and adult sports, special interest classes, aquatics, playground, and other community programs and recreation facilities maintenance and operations. Develop, recommend and implement goals, objectives, policies and procedures for recreation programs and activities; assist in determining division plans and priorities; identify resource needs; coordinate Recreation Division business functions.

Participate in the development and implementation of goals, objectives, policies, and priorities for recreation programs and activities; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, and evaluate Recreation Division support staff; provide, coordinate and supervise staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate and review the Recreation Division work plan; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Identify opportunities for improving service delivery methods and procedures, and implement improvements.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Prepare, recommend and administer the Recreation Division budget.

Coordinate Recreation Division service and activities with those of other divisions and outside agencies and organizations.

Assess community recreation needs and develop programs to meet those needs.

Plan and direct recreational facilities operations and maintenance; coordinate scheduling of facilities with schools and other public agencies.

Provide highly responsible staff assistance to the Director of Management Services; prepare and present staff and City Council reports and other necessary correspondence.

Participate in the planning and development of park and recreational facilities and coordinate projects with the Public Works Department.

Prepare bid specifications; compile price quotations; purchase necessary equipment and supplies.

Respond to and resolve difficult inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and leisure programming and administration.

Perform special projects as assigned.

Develop contract specifications, evaluate proposals, recommend consultant selection, and monitor and administer contracts or agreements for recreation services.

**OTHER JOB RELATED DUTIES**

May participate in coordinating the City's community access cable television channel.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services, and activities of a municipal recreation program.

Principles and practices of recreation program development and implementation.

Basic principles of municipal budget preparation and control.

**Knowledge of:**

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Recent developments, current literature, sources of information, and research techniques related to recreation services planning and administration.

Modern office practices, methods, and computer equipment.

Principles of business letter writing and basic report preparation.

Principles and procedures of records keeping and reporting.

Techniques used in public relations.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Supervise and coordinate the work of full time, seasonal and contracted staff.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Develop and implement recreation programs suited to the needs of the community.

Elicit community and organizational support for recreation programs.

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

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Research, collect, compile, and analyze information and statistical data.

**Ability to:**

Prepare and administer budgets.

Tactfully and courteously respond to requests and inquires from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course work.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five (5) years of increasingly responsible recreation program administration development and implementation experience including three (3) years of supervisory experience.

**Training:**

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

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver=s license.

Possession of, or ability to obtain, certification in First Aid and CPR is desirable.

**Special Requirements**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with the ability to sit, stand, walk, run, kneel, crouch, and lift 50 lbs.; exposure to the outdoors; ability to travel to different sites and locations.

**Effective Date:** September 1997