

RECREATION DIVISION 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.

Definition

Under general direction of the City Manager, plans, organizes, manages, and provides direction and oversight for the City's recreation programs, special events, and City sponsored cultural and leisure programs. Coordinates assigned activities with other City departments, officials, outside agencies, and the public. Fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups. Provides highly responsible and complex professional assistance to the City Manager in areas of expertise. Performs other work as required.

Supervision Received and Exercised

Receives direction from the City Manager. Supervises staff assigned to the Recreation Division, including but not limited to Recreation Coordinators, Recreation Assistants, Recreation Facility Custodian part-time recreation staff, seasonal employees, and volunteers.

Essential Duties and Responsibilities

Essential and other important responsibilities and duties may include, but are not limited to, the following.

Plans, organizes, manages, controls, and evaluates with staff, the City's recreational programs including youth programs, adult and youth sports, adult and youth classes, cultural arts, and special events.

Trains, motivates, and directs division personnel. Evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations. Works with employees on performance issues; implements City personnel policies and procedures. Works with staff to resolve questions and concerns.

Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the division. Establishes, in conjunction with other City department and City Council direction, budget, service, and appropriate staffing levels.

Manages and participates in the development and administration of the division's annual budget; forecast funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments, as necessary.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations changes; coordinates department activities with other departments and agencies as needed.

Represents the division to other City departments, elected officials, and outside agencies. Explains and interprets programs, policies, and activities. Identifies and resolves significant issues within the division.

Oversees work of contract class instructors, including establishing process to vet instructors, helping instructors develop effective curriculum, and monitor performance.

Responds to difficult and sensitive public inquiries and complaints. Identifies resolutions and alternative recommendations.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Participates in and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation as they relate to the area of assignment.

Assesses community recreations interests and make recommendations to ensure productive implementation of City recreation programs.

Monitors changes in laws, regulations, and technology that may affect City or division operation. Implements policy and procedural changes as required.

Direct the development of grants, corporate sponsorships, donations, and other fundraising programs to support services and programs.

Plans, coordinates, schedules, and manages City-wide special events.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.

Perform other duties as assigned.

Desired Minimum Qualifications

Education and Experience:

(A) Graduation from a four-year college or university with a degree in recreation or a closely related field.

(B) Four (4) years of progressively responsible recreation supervisory and administration experience including community center programming; or

(C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Public agency budgetary, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs, principles, and practices of municipal government administration.

Principles, procedures, and practices for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.

Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.

Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.

Special Requirements

Valid state driver's license or ability to obtain one.

Tools and Equipment Used

Personal computer, including office productivity software and program scheduling software, calculator; copy and fax machine; phone; cash register, automobile.

Physical Demands

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment varies from quiet to moderately loud both in the office and in the field.

Created 6/2021