



Recreation Manager

Department/Division:	Parks and Recreation
Reports To:	Director of Parks and Recreation
Provides Direction To:	Directly: Recreation Supervisor Indirectly: Recreation Coordinators, administrative support and recreational personnel
Date Updated:	May 29, 2019; July 13, 2022

GENERAL PURPOSE

Under administrative direction, plans, organizes, manages recreation programs, staffing, and budgets of the Recreation Services Division. Leads the development of innovative community recreational programs, partnerships and community events; creates policy recommendations, communications and marketing plans, and funding approaches to service delivery; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Recreation Manager is differentiated from the Recreation Supervisor by its scale of programming, marketing, and budgeting responsibilities and supervisory direction of regular full-time staff. As a Division Manager, the Recreation Manager has lesser responsibility than the department director, who oversees management level staff, has more extensive fiscal accountability, and interfaces with the executive team, commissioners, and community representatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

1. Plans, manages, promotes and oversees the development and implementation of comprehensive community programs, community classes, field reservations and community event management; assists in the development of departmental goals.
2. Trains, supervises and evaluates division staff. Implements staff development plans; develops and ensures the implementation of effective customer service, policies, and procedures.

3. Manages staff to coordinate facility schedules for various recreation programs, youth organizations and rental groups including; use agreements and reservation applications, and manages the registration system; formulates partnerships and leverages resources with other entities, non-profit organizations, the business community, contract instructors and other providers of recreation services.
4. Ensures continuous improvement and innovation of recreation services and programs by examining best practices, soliciting feedback from staff, collecting data from customers and the community, and reviewing market trends.
5. Prepares, monitors and analyzes the effectiveness of the Recreation Division's budget, program expenditures, and revenues, and performance metrics.
6. Plans, administers and oversees an effective marketing outreach and communication, about community recreation programs, facilities and events.
7. Develops and fosters community relations with groups such as the Chamber of Commerce, school district and other community-based organizations.
8. Attends public meetings and prepares and/or edits a variety of reports for submission to the City Council, Parks and Recreation, and Senior Commission.
9. Coordinates facility and park use and maintenance with other divisions and supports the work of other City departments as required.
10. Prepares and reviews activity records, special reports and correspondence, and prepares and presents information to the public.
11. Prepares program requests and grant applications for special programs; prepares and submits required performance reports.
12. Works irregular shifts, evenings, weekends, and holidays as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

Theories, principles, procedures, standards, practices, information sources and trends in the field of recreation programs; research methods and statistical techniques and applications; use of data to guide program development and trend analysis to ensure highly responsive community programs; modern public management principles and practices, including budgeting, strategic goals and objectives development, work planning, project management, and employee supervision and training.

Ability to:

Plan, organize, assign, review and evaluate the work of regular, as well as part-time division staff; effectively administer and manage a variety of programs and projects;

recommend comprehensive programs based upon community needs, available resources and overall City priorities and policies; establish and maintain cooperative working relationships with those contacted in the course of the work; exercise sound independent judgment within departmental guidelines; represent the City effectively in meetings with commissions, community groups, governmental bodies and the public; prepare clear, concise and complete documents, reports and correspondence; conduct analyses and make accurate recommendations based on study findings.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Minimum of a Bachelor's Degree in Public Administration, Recreation Administration, Business Administration or closely related field.

Experience: Equivalent to five years of increasingly responsible professional recreation experience, with at least two years of the experience including management and supervisory responsibilities.

Licenses/Certificates/Special Requirements:

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment, and reach with hands and arms. The employee frequently walks and stands and occasionally lifts and carries records and documents that weigh 20 pounds or less. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

WORK ENVIRONMENT

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

The employee works in both field and office settings where the noise levels are quiet to moderately loud, although normally under 85 decibels.