

RECREATION MANAGER

DEFINITION

Under general direction, plans, organizes, manages, and controls the day-to-day activities of the Recreation and Community Services Division; coordinates assigned activities with other City departments, divisions and outside agencies; and provides highly responsible and complex administrative support to the Department Director.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Department Director of Assistant Director. Exercises supervision over subordinate staff.

DISTINGUISHING CHARACTERISTICS

The Recreation Manager, a division head, is responsible for directing the day-to-day operation of the Recreation and Community Services Division. The incumbent implements general policy directives for the City's recreation programs. Work involves administering, through assigned staff, the activities of the Recreation and Community Services Division. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but not limited to, the following:

Plans, organizes, manages, and controls the activities of the Recreation Division; ensures that all services and activities adhere to approved City policies and procedures.

Develops, implements, and administers a comprehensive recreation and community services program in cooperation with, and utilizing the facilities of school districts, flood control districts, and other public agencies.

Reviews plans, programs, policy recommendations, and budget estimates submitted by assigned staff; confers with and advises individuals on all policies, activities, and problems relating to the activities and services of the division.

Develops general divisional policies for the operation, maintenance, and development of various recreation programs.

Prepares, reviews, analyzes, and administers both annual operating and capital improvement budgets for all programs of the division.

Meets with representatives of Federal, State, County, and civic and community organizations on matters of recreation facilities services, and programs.

Confers with the Superintendent of Schools, school administrative staff, and principals on coordination and operation of all recreation programs.

Participates in intra-City and inter-agency committee work as directed by the Department Director.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive recreation program.

The principles, practices, and methods of recreation administration.

Modern municipal management and public administration, including current budgetary and fiscal operations and controls.

Current literature, recent developments, and sources of information in recreation services and administration.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of program development and administration.

Principles of supervision, training and performance evaluation.

Occupational hazards and standard safety practices.

Pertinent federal, state, and local laws, codes and regulations.

Skills to:

Use computers and applicable software applications

Ability to:

Oversee and participate in the management of a comprehensive recreation program.

Determine the recreation needs of the community and to develop necessary plans and programs to meet such needs.

Select, supervise, train and evaluate staff.

Participate in the development and administration of division goals, objectives and procedures.

Prepare and administer program budgets.

Prepare clear and concise administrative and financial reports.

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

Ensure adherence to established safety rules, regulations and guidelines.

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

Interpret and apply federal, state and local policies, laws and regulations.

Respond to requests and inquiries from the general public.

Maintain cooperative relations with government agencies, private agencies, and the general public.

Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in recreation, education, physical education, public administration or a closely related field; and

Experience:

Four years of management and administrative experience in a public agency recreation program. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Special Requirements:

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____

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