

RECREATION MANAGER

PURPOSE

Under the general direction of the Public Works Administrator, the Recreation Manager is responsible for the daily operation of the recreation and senior citizen functions of Recreation & Community Services. Plans, organizes, coordinates, develops, implements, supervises, staffs, promotes and evaluates assigned recreation, human service and community service activities and programs. Responsible for the overall management, operation and usage of the Senior/Multi-Use Center.

WORKING CONDITIONS

Work is generally performed in an office setting, but activities held may be held in a variety of indoor and outdoor settings. Duties involve managing activities and supervising staff during evenings and weekends which extend hours of work beyond the normal workday. Pressures may be generated by frequent interruptions, deadlines and complaints.

PHYSICAL DEMANDS

Work may include prolonged sitting, as well as moderate lifting, reaching, stooping, carrying, pulling and pushing activities; manual dexterity; clear speech; and visual and hearing acuity.

DISTINGUISHING CHARACTERISTICS

The Recreation Manager administers multiple major program areas of Recreation & Community Services and manages the operations of City public facilities. Position will involve "hands on" implementation of some activities and programs and oversight of other activities and programs. Employees in this classification supervise and evaluate the work of full-time, part-time, and seasonal employees and volunteers.

ESSENTIAL JOB FUNCTIONS - Duties may include, but are not limited to, the following:

Recommends, directs, organizes, evaluates and supervises multiple and varied community programs such as sports activities, classes, special events, human services and senior citizen programs.

Assists in the organization, implementation, supervision and evaluation of recreation and community service program goals, objectives, policies, procedures and priorities.

Supervises, trains and evaluates assigned staff; assists in the selection process of program staff, as determined by Public Works Administrator. Reviews assigned staff time sheets following City policies and procedures.

Recruits and monitors independent contractors that instruct special interest classes.

Prepares and maintain rosters, procedural manuals and other related program and service records.

Provides input to Recreation & Community Services annual budget by preparing resource, revenue and expenditure projections for designated program areas. Administers and monitors expenditures of assigned program budget(s); track and analyze revenues and expenditures on an ongoing basis, recommending budget adjustments as necessary; prepare check requests and other expenditure documents.

Prepares oral and written reports as necessary. Designs and develops a variety of publicity/informational/promotional strategies and materials for programs; creates newsletters, news releases, special announcements, etc. Responsible for the development and completion of the seasonal "City Connection" publication.

Oversees and manages the City's web-based software that allows for automated program registration, memberships, facility bookings, payment processing, reports, etc.

Answers telephones and receives visitors. Responds to questions, complaints and emergency situations; takes appropriate course of action, notifies the Public Works Administrator whenever necessary.

Works cooperatively with a variety of citizen groups including senior citizens and senior citizen organizations in an effort to meet the needs of the community.

Attends Parks & Recreation Commission meetings, as needed, and reports on recreation programs, activities and issues. Attends and staffs Senior/Multi-Use Center Advisory Board meetings.

Performs research and conducts surveys regarding a variety of issues including parks, recreation, transit, and community services.

Attends meetings, workshops, and conferences as required.

Makes presentations and provides information regarding assigned program areas/special projects and the City's recreational services to local groups and agencies to gather support and encourage community participation.

Schedules and supervises the scheduling and use of designated community facilities; provides administration for use of City's facilities, collecting fees, applications and registrations; take steps necessary to ensure facilities are maintained properly and utilized appropriately.

Sets up, removes, or moves tables and chairs at the Senior/Multi-Use Center so that an appropriate arrangement is attained for the activity. Assists with the coordination of maintenance at the Center and performs light janitorial duties.

Purchases and assists in overseeing the purchase of a variety of supplies, materials, equipment and capital expenditures for designated program areas.

Conducts a variety of organizational studies, investigations, and operational studies, recommends modifications to recreation programs, policies, and procedures as appropriate.

Provides responsible staff assistance to the, Public Works Administrator including attending Parks and Recreation Commission meetings.

Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Working knowledge of principles and procedures, and methods and techniques used in planning, developing and administering recreation, human service, and community service activities; and principles of public administration. Working knowledge of principles of organization, supervision, purchasing, budgeting and community resources related to the development of recreation programs and community services.

Ability to work independently without direct supervision; to formulate, organize, supervise, coordinate and administer effective recreation, human service, and community service programs within the scope of funds allocated; to conduct meetings make presentations and facilitate communications in a clear, concise, and positive manner; to prepare written narratives, correspondence, publicity materials, needs analyses and surveys, and reports in a clear and concise format; establish and maintain a variety of filing, record keeping, and tracking systems; to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner for self and others; to supervise children, adults and senior citizens in organized activities; to maintain acceptable standard behavior among people being supervised; understand and carry out oral and written instructions; to supervise and coordinate the activities of other paid staff

and volunteers; to supervise, train and evaluate assigned staff; to develop and maintain support for programs and services from the community and local organizations; to establish and maintain effective working relationships with those contacted in the course of work; to meet the public with courtesy and tact; to meet the physical requirements of the position; to maintain clear and accurate records; to communicate effectively orally and in writing.

Education/Experience:

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

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in recreation or a related field.

Experience: Four (4) years of progressively responsible experience in a high public contact environment. Experience leading, coordinating, developing and supervising significant recreation and/or community service activities and programs, with experience supervising staff and other administrative functions.

Other Requirements:

Ability to operate a keyboard with sufficient speed and accuracy to meet the needs of the Department.

Possession of, or ability to obtain, a Standard First Aid card and a Community CPR card. (Must obtain within 2 months of appointment.)

Pursuant to section 10911.5 of the California Education Code, selected candidates will be required to submit one set of fingerprints to the California Department of Justice, on or before the first day of employment.

Selected positions may require possession of a valid California Class C Driver's License and a satisfactory driving record as a condition on initial and continued employment.