

RECREATION MANAGER

\$35.0069 - \$44.6786 Hourly

\$69,173.63 - \$88,285.00 Annually

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

To supervise assigned recreation program activities including childcare, day camp programs, preschool programs, teen services, sports activities/leagues, senior citizen services, aquatic programs, recreation classes, facility rentals, and/or community events; to coordinate assigned activities/programs with other divisions; outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Parks and Recreation Director.

The Parks and Recreation Department is made up of three divisions and the Recreation Manager is assigned to one of the three divisions below:

- Seniors, Sports, Teen/Youth and Office
- Childcare Programs (Lupine, Ohlone & Hanna) and Day Camps
- Recreation Classes, Facilities, Tiny Tots, and Aquatics Programs

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks & Recreation Director, or other designee. Exercises direct supervision over technical and clerical support staff.

ESSENTIAL FUNCTIONS: *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards where applicable for the assigned program; interprets and complies with all applicable federal and state regulations.
- Monitors and directs or performs day-to-day operations of the assigned program to ensure that policies and procedures are being followed, that goals and objectives are met, and that services and projects are being accomplished efficiently and effectively; takes corrective action as necessary and, where subordinates are present, may relieve them of the most difficult, sensitive or controversial projects within the program.
- Develops and monitors the program's budget; oversees financial well-being of the program by analyzing cost effectiveness and exercising cost controls; prepares, submits and justifies budget enhancement requests to the Director.
- Plans, organizes, administers, reviews and evaluates the work of subordinate professional, technical, support and operational staff where present, through subordinate supervisors and lead workers.
- Provides for the selection, training, professional development and work evaluation of subordinate staff and makes recommendations on hiring, termination, promotion and discipline as required.
- Monitors and stays abreast of technological, legal and operational changes that affect the activities and work processes of the program; makes recommendations for and develops and carries out improvements to the program to meet changing mission parameters and requirements.

- Confers with and represents the program and the department in meetings with other City departments and divisions; serves as the City representative with a variety of public, business and community groups and organizations; fosters collaborative working relationships to the benefit of the program and the department.
- Prioritizes and allocates available program resources; reviews and evaluates program and service delivery, makes recommendation for and executes changes in operations to ensure maximum effective service provision; assists in developing new program function elements, including researching, compiling and analyzing supporting data.
- Performs complex administrative duties requiring oversight, attention to detail and analysis; performs strategic planning and financial analysis, including assisting in preparation of specialized program and project budgets to include staffing and operational needs.
- May provide staff support to commissions, committees and task forces.
- Negotiates, develops, monitors and administers a variety of contracts and agreements.
- Develops systems and maintains records that provide for the proper evaluation, control and documentation of assigned activities; prepares a variety of written correspondence, reports, procedures, directives and other materials.
- May act for the Director as assigned.
- Performs other duties of a similar nature or level.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a municipal recreation programs.
- Methods and techniques of recreation program development and administration.
- Marketing theories, principles and practices and their application to recreation and community services.
- Principles of municipal budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of customer service.
- Modern office procedures, methods, and equipment including computers.
- Principles of most Programs or activities.

Ability to:

- Plan, supervise, direct and coordinate the work of lower level staff; delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Interpret and explain City and Department policies and procedures.
- Lead and monitor project activities that achieve on-time deliverables, quality and desired results.
- Recognize priorities, dependencies and critical paths in project activities.
- Develop and meets challenging team goals.
- Prepare clear and concise reports.
- Operate and maintain computerized registration systems such as RecTrac.
- Ability to apply MS Office 97 and associated computer applications.
- Communicate clearly and concisely, both orally and in writing.

CITY OF HERCULES

- Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.
- Communicate clearly and concisely, both orally and written.
- Maintain mental capacity, which allows capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Respond to participant inquiries and complaints.
- Elicit community and organizational support for recreation programs.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret and apply applicable Federal, State and local policies, laws and Regulations.

Skill in:

- Developing program activities, goals and objectives; creating program evaluation tools and evaluating the effectiveness of the program;
- Applying theories, principles and procedures in the area of assignment;
- Supervising and evaluating staff, directly and through subordinates;
- Managing multiple tasks, often with competing deadlines;
- Providing leadership and motivating staff;
- Making effective presentations to individuals and groups;
- Developing, implementing, interpreting and explaining applicable laws and regulations;
- Preparing clear, concise and informative reports, correspondence and other written materials;
- Handling difficult and sensitive situations, using sound, independent judgment within general policy and legal guidelines; and
- Communicating effectively with co-workers, subordinates, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.

Experience and education/training guidelines:

Education (applied to all Recreation Manager positions):

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, business administration or a related field. Or, three years of lead supervisory experience in any of the described program areas may be substituted for degree requirement.

Experience (applied to all Recreation Manager positions):

Two years of recent responsible recreation program coordination experience including some administrative and/or lead supervisory experience in assigned recreation program activities including childcare/day camp programs, preschool programs, teen services, sports activities/leagues, senior citizen services, aquatic programs, recreation classes, facility rentals, and/or community events.

Other Requirements (applied to all Recreation Manager Positions): Applicants must possess a valid California driver's license, possess and maintain a CPR and First Aid certificate.

Other Requirements (applied to Children’s Services Division): In addition to the above requirements, applicants must meet all of the State Licensing requirements for Director Qualified Certification. Director qualified certification is highly desirable for the Recreation Services Division Manager.

WORKING CONDITIONS

- Ability to sit for long periods of time, stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone.
- Hearing and speaking ability sufficient to carry on a conversation with another individual (or group of individuals) in person and over the telephone.
- Visual ability sufficient to read and produce printed material and information displayed on a computer screen.
- Must be competent to write, spell and relate accurate information on incident and accident reports, as needed.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employees Signature

Date

Supervisor’s signature

Date

Originated: March 2012
Unit: Teamsters Mid-Management
FLSA: Exempt