



Recreation Manager

Department/Division:	Parks and Recreation
Reports To:	Director of Parks and Recreation
Provides Direction To:	Recreation Coordinators, administrative support personnel and part-time recreational personnel
Last Revised:	Wednesday May 29, 2019

GENERAL PURPOSE

Plans, organizes, manages and leads all activities and programs within the Recreation Services Division; Directs the development of innovative recreational programs, partnerships and events for the community. Develops policy recommendations, communication and marketing plans, funding mechanisms and approaches to service delivery. Manages staffing and budget for the division; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Recreation Services Manager is responsible for planning, managing and evaluating division recreational programs, services, budget and staff. This individual will be well-versed in handling multiple priorities, in a fast-paced environment and often will be the face of the Divisions programs and activities.

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. Manages, assesses, promotes and oversees the development and implementation of comprehensive community programs, community classes, field reservations and community event management.
2. Trains, supervises and evaluates division staff. Implements staff development. 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. 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. Promotes activities and programs for the community.
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.
11. Assists in the development of Departments goals, objectives and performance metrics
12. Prepares program requests and grant applications for special programs; prepares and submits required performance reports.
13. Prepares and presents information to the public.
14. Manages the recruitment and evaluation and training of part-time and full-time personnel including the development of S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, Time-bound) goals and objectives.
15. Manages the City's Active.net registration system.

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:

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

Five years of increasingly responsible professional recreation experience, with at least two years of the experience including management and supervisory responsibilities. Or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid driver's license, from a state department of motor vehicles, in order to travel to different program sites and the ability to maintain insurability under the City's vehicle insurance policy.

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.