



### POSITION DESCRIPTION

<b>Title:</b>	Recreation Manager	<b>Department:</b>	Parks & Recreation
<b>Type:</b>	Regular	<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	M/106	<b>Revised:</b>	01/2020

### DEFINITION

To manage, supervise, and coordinate the activities of the Recreation Division of the Parks and Recreation Department, including such functions as recreation programming, facility operations, and community events and activities; to effectively coordinate with other Town departments and outside agencies; and to provide staff assistance and technical expertise to the Parks and Recreation Director.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Parks and Recreation Director. Exercises direct and indirect supervision over assigned staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Plan, implement, and direct the delivery of scalable and sustainable, high-quality, innovative, and affordable community-centric recreation programming including summer camps and adult/youth programs; community events; sports programs; and leagues/tournaments.
- Oversee the daily programming of Town-operated and maintained parks and facilities.
- Oversee the recruitment, training, supervision, evaluation and recognition of recreation and facility staff.
- Develop and recommend changes in program/facility operation staffing, objectives, policies, and procedures to ensure maximum effectiveness and efficiency.
- Evaluate programming content and the methods used in providing community recreation services; evaluate facility operations and make recommendations for areas of improvement.
- Meet with individuals, community groups, youth sporting organizations, school officials, and other recreation providers to ensure that facilities, programs, and activities are meeting the needs of the community.
- Assist in the preparation of the department budget.
- Support the development and implementation of the annual strategic workplan, departmental objectives, fee schedule, and department policies, procedures, and priorities.
- Oversee the reservations and use of Town-operated and maintained recreation facilities, including the coordination of maintenance activities with Parks Maintenance staff.
- Manage and participate in the design, preparation, and distribution of recreation publicity, including press releases, brochures, pamphlets, flyers, social media, and printed schedules.

- Manage the inventory of recreation and facility supplies and equipment; code purchases as needed consistent with Town purchasing policies.
- Prepare and submit a variety of reports and/or memoranda on recreation and facility operation related subjects.
- Assist with the development of Commission agendas; may represent the department at the Commission and/or Town Council level.
- Assist in the preparation and coordination of grant writing, fundraising, donation, and sponsorship activities.
- May participate on a variety of Town, community, regional, and state committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks and recreation.
- Assist in the development and planning of recreation or related capital or maintenance projects.
- Administer the annual Youth Sports Funding process and the Parks and Facilities Amenity Enhancement Program.
- Administer and manage user agreements (Facility Use Agreements, MUSD joint use agreement, USFS permits, etc.) for Town-owned and managed facilities.
- Respond to inquiries or requests for service from interested community groups or individuals.
- Monitor program and facility compliance with appropriate federal, state, and local laws and regulations.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Procedures and best practices for developing, coordinating, and implementing recreational related activities and programs.
- Procedures and best practices for operating and programming of recreation facilities.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles of supervision, training, and performance evaluation of employees.
- Registration software, point of sale systems, and other recreation-related software.
- Occupational hazards and standard safety precautions.
- Customer service best practices, both internal and external.
- Fund accounting and budgeting practices.
- Research methods and report preparation.
- Pertinent federal, state and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and supporting software applications.

### Ability to:

- Plan, organize, direct, and coordinate the work of assigned staff; delegate authority and responsibility and select, supervise, train, and evaluate staff.

- Communicate clearly and concisely, both orally, electronically, and in writing.
- Coordinate multiple concurrent projects, work under pressure, and meet deadlines with limited supervision.
- Understand and carry out oral and written directions in accordance with established timelines.
- Maintain confidentiality of work performed and information received.
- Operate and use modern office equipment, including computer equipment.
- Compile and maintain records; prepare routine reports.
- Work independently in the absence of supervision.
- Operate programs within allocated budget.
- Work an irregular schedule, including nights, weekends, and holidays, when necessary.
- Monitor program compliance with related laws and regulations.
- Maintain cooperative working relations with those contacted in the course of work.
- Exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's Degree from an accredited university in recreation administration, public administration, child development and behavior, or related field is preferred. Experience could be substituted for education.

Experience:

Five years of increasingly responsible professional experience in the parks, recreation, and/or community services industry. A minimum of three years supervisory experience is required, and three years of local government experience is preferred.

Licenses:

Possession of, or ability to obtain within the state required timeframe, a valid State of California Class C driver's license with an acceptable driving record and must pass an appropriate background check prior to the hire date. Possession of, or ability to obtain within 12 months of hire:

- Valid California, Class B driver's license
- Current Cardiopulmonary Resuscitation (CPR) Certificate
- Basic First Aid Certificate
- Aquatic Facility Operator (AFO) and/or Certified Pool Operator (CPO) Certification
- Food Safety Manager Certification

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing software and recreation software, telephone, smart phone, calculator, copy machine, fax machine, and automobile. Recreation equipment is also used regularly.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is occasionally required to use hands to finger, handle, grasp, squeeze, or feel in order to operate or manipulate objects, tools, or controls, and this will also regularly involve repetitive arm and wrist use. The employee will frequently be required to reach above and below shoulders to reach with hands and arms and is continuously required to stand, walk, talk, hear, and smell. Sitting, walking or standing may be required for up to eight hours a day. The employee is frequently required to bend, twist, balance, stoop, kneel, crouch/squat or crawl. Frequent operation of motor vehicles and foot pedals is required. Walking on uneven surfaces is frequently required and climbing stairs/ladders as well as walking on even surfaces is frequently required.

The employee is required to frequently lift and/or pull or push up to 20 pounds, and occasionally lift and/or push or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to relate to others and participate in team or group activities, advise, counsel, influence, lead, train or give instruction, and work independently. Employee is expected to regularly interact with the public.

### **WORK ENVIRONMENT**

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

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Work is performed in both office and field settings. Frequent outdoor work is required for recreation activities. While performing the duties of this job, the employee occasionally works and drives in outside weather conditions, which may include extreme heat or cold, windy and other wintery conditions and occasional excessive noise where proper hearing protection will be provided, if required.

### **GENERAL**

The duties listed above 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 position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is classified as a “Mandated Child Abuse and Neglect Reporter” and is subject to the Town’s Mandated Child Abuse and Neglect Reporting policy.

**Received and Reviewed by:**

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**Employee Signature**

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**Date**