



## **Recreation Manager**

---

### **DEFINITION**

Under administrative direction of the Town Manager, plans, organizes and manages the operations and activities of the Recreation Department, including youth and adult services; communitywide special events; coordinates the development and promotes new programs, fosters cooperative working relationships with governmental agencies and various public and private groups; performs administrative work; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

The Recreation Manager is responsible for the successful completion of recreation activities and special events of the Town. The Recreation Manager will be responsible for planning, organizing, coordinating, developing, implementing, promoting, and evaluating recreation activities and programs for the Town. The incumbent is also responsible for the development, administration, and control of the associated budget(s) and department processes, policies, and/or procedures. The incumbent in this classification must be able to work closely with all operating departments of the Town, representatives of other organizations and be able to work independently in a productive and efficient manner without direct supervision. The Recreation Manager is distinguished from the specialist classifications by overseeing all programs and operations of the department, as well as possessing the administrative responsibilities.

### **SUPERVISION RECEIVED AND EXERCISED**

The Recreation Manager receives administrative direction from the Town Manager. This classification provides direct supervision to staff, seasonal employees, contractors and volunteers.

### **ESSENTIAL JOB DUTIES**

- Assumes supervisory responsibility for assigned services and activities of the Recreation Department, such as: events and activities for youth, teens, preschool and adults; community events; field and facility rentals; contract classes and/or other recreation programs involving the supervision of group instructors, contractors and leaders.
- Coordinates and manages the goals, objectives, policies, procedures, priorities and work standards for the department; recommends and administers approved policies and procedures.
- Evaluates and makes recommendations on the efficiency and effectiveness of service delivery methods and procedures.
- Plans, directs, coordinates, and reviews the work plan for assigned staff and special events; procedures to ensure safe work practices, work quality, and accuracy and to ensure compliance to applicable rules, policies, and procedures; meets with staff to identify and resolve problems.

- Selects, trains, supervises, motivates, and evaluates assigned personnel; provides or coordinates staff training; monitors work activities to ensure compliance with policies and procedures; sets performance standards and evaluates performance; works with employees to correct deficiencies; and implements discipline and termination procedures, as necessary.
- Reviews and evaluates the effectiveness of programs being offered by the Town; develops and presents recommendations for program additions, deletions, and revisions.
- Participates in the development and administration of the department's annual revenue and expense budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Oversees the coordination of marketing of recreation programs and activities.
- Assists in the preparation of federal and state grants; seeks sponsorships, gifts, and donations.
- Exhibits and communicates effective leadership and instructional skills and techniques in the recreation activities for which responsible to participants, contractors, the public, and staff members.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; responds to inquiries or requests for service from interested community groups and citizens; negotiates and resolves sensitive and controversial issues.
- Serves as Town Liaison to committees, citizen groups, school officials, and recreation league officials; prepares and presents reports and other necessary correspondence.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, elected officials, Town management and staff, and the public.
- Performs other duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices of program organization, development, and administration.
- Principles of personnel management, supervision, training, performance evaluation, and safety management.
- Methods, techniques, principles, and procedures related to planning and coordinating recreational programs, townwide special events, community engagement programs, and marketing.
- Maintenance requirements for recreation facilities.
- Administrative principles and practices, including goal setting, program development, implementation.
- Codes and regulations regarding recreation field rental.
- Principles and practices of budget development, administration and accountability.
- Basic bookkeeping and accounting principles and practices.
- Funding sources impacting program and service development.
- Standard and accepted first aid, health, and safety standards and practices.
- Computer applications related to the work.
- Applicable laws, codes and regulations.

**Skill to and Ability to:**

- Plan, organize, administer, coordinate, review and evaluate a comprehensive recreation, athletic, social and human services program for youth and teens.
- Select, train, motivate and evaluate the work of staff.
- Effectively represent the Town to community groups and various professional, recreational, educational and governmental organizations.
- Work cooperatively with other Town departments and other agencies to leverage the use of community resources.
- Plan, organize, and conduct public meetings.
- Foster teamwork with the department and Town staff.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Maintain Recreation website.
- At times, work irregular hours, nights, evenings, weekends, and some holidays to support programs and events.
- Use tact, initiative, prudence and independent judgment within policy and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Bachelor's degree from an accredited college or university with major course work in recreation administration, business or public administration or a field related to the work and three (3) years of supervisory or administrative experience in recreation management that has included program planning, development and administration.

**License:**

Must possess a valid California Driver's License. Must possess or obtain prior to the completion of the probationary period First Aid and CPR certifications.

**Working Conditions:**

Works inside and outside. Must be able to attend off-hours meetings or events or work occasional evenings and/or weekends as required. May travel outside of the Town. Must be fingerprinted for submission to the California Department of Justice to work with children.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect Town parks and recreation areas, to operate a motor vehicle and to visit various Town sites; strength and stamina to lift and carry recreation equipment weighing up to 25 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.