

RECREATION MANAGER

DEFINITION

Under administrative direction of the Assistant City Manager or designee, plans, organizes and manages through subordinate levels of supervision, the operations and activities of the Recreation Department including the youth services, senior services, and preschool services; coordinates the development and promotes new programs; fosters cooperative working relationships with governmental agencies and various public and private groups; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

The Recreation Manager receives administrative direction from the Assistant City Manager, or designee. This classification provides direct supervision to supervisory staff, indirect supervision is provided to part time and seasonal employees, as well as contractors and volunteers.

CLASS CHARACTERISTICS

The Recreation Manager coordinated City recreation activities including overall department objectives, programs, processes, policies, and/or procedures to successfully achieve those objectives. The incumbent is also responsible for the development, administration, and control of the associated budget(s). The incumbent in this classification must be able to work closely with all operating departments of the City, 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.

EXAMPLES OF DUTIES (Illustrative Only)

- Assumes supervisory responsibility for assigned services and activities of the Recreation Department, such as: events and activities for seniors, youth, teens, preschool and adults; community events; field and facility rentals; performing arts; 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.
- Serves as the City Liaison for the non-profit Pinole Youth Foundation, including planning fundraising activities.
- 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.

- Manages all Recreation facilities, including the Swim Center, community theatre, Youth and Senior Centers, Tiny Tots, and program sites.
- Motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of the department's annual 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.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; responds to inquiries or requests for service from interested community groups and citizens; coordinates with human resources on the interpretation of City policies for community groups, commissions, advisory boards, and citizens; negotiates and resolves sensitive and controversial issues.
- Serves as City Liaison on a variety of boards, commissions and committees; prepares and presents reports and other necessary correspondence.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, elected officials, City management and staff, and the public.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices and operational procedures of municipal recreation programs.
- Trends, philosophy and techniques of community recreation program development and administration.
- Maintenance requirements for recreation facilities.
- Administrative principles and practices, including goal setting, program development, implementation.
- Basic supervisory principles and practices.
- Codes and regulations regarding recreation field rental.
- Principles and practices of budget development, administration and accountability.
- Funding sources impacting program and service development.
- Computer applications related to the work.
- Applicable laws, codes and regulations.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive recreation, athletic, social and human services program for youth and teens.
- Selecting, training, motivating and evaluating the work of staff.
- Effectively representing the City to community groups and various business, professional, educational and governmental organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within policy and procedural guidelines.
- Establishing and maintaining 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 and maintain a valid California class B driver's license with passenger endorsement and youth bus certificate and a satisfactory driving record. Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates.

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 City. Must be fingerprinted for submission to the California Department of Justice in order to work with children.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect City parks and recreation areas, to operate a motor vehicle and to visit various City and meeting 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.