



RECREATION MANAGER

FLSA Status: Exempt
Adopted: July 2017

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.

GENERAL DEFINITION

Under the general direction of the Administrative Services Director, the Recreation Manager oversees the planning, organizing and supervising of the recreation function. The Recreation Manager develops, plans and executes the Town's daily recreation programming, including management of the Sterling Park Recreation Center and Colma Community Center facilities and staff; youth and teen programs, adult and senior programs, special events, enrichment programs, facility rentals, and related work as required. Incumbent may exercise independent purchasing authority.

DISTINGUISHING CHARACTERISTICS

The Recreation Manager is a mid-management position and works under the general direction and guidance of the Administrative Services Director. The Recreation Manager exercises supervision over all recreation staff, plans their daily schedules and manages their activities.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Directs, analyzes, develops and implements recreational programs for all populations including enrichment, fitness, and entertainment and special events
- Supervises full time and part-time, per diem staff, sets their work schedules and coordinates existing full-time staff in support of recreational activities
- Recruits, screens, recommends for employment part time, per diem and temporary staff and volunteers
- Conducts performance evaluations of recreational staff and makes recommendations for step increases, and disciplinary actions.
- Evaluates existing programs and proposes revisions, deletions or new ideas consistent with budgeting priorities
- Evaluates operations and activities and recommends improvements and modifications
- Prepares various reports on operations and activities
- Plans, supervises and evaluates the work of independent contractors as assigned
- Directs facility operations including responsibility for the use and maintenance of the Sterling Park Recreation Center and Colma Community Center

- Develops and recommends new policies and interprets existing policies as needed regarding use of equipment and facilities, reservation procedures, programming, etc.
- Supports coordination of annual events, including the community picnic, holiday parties and children's summer camp, and assists with the development and implementation of adult and senior outings
- Monitors monthly budget expenditures and assists in development of the annual departmental budget
- Participates as a Town representative on outside committees and agencies and serves as a member of an employee committee or other assigned groups; assures inter-departmental coordination and cooperation
- Prepares and coordinates the development and distribution of publicity including flyers, brochures, newsletters, and news releases; manages and coordinates the use of social media
- Manages recreation software system (programming, facility rentals, general ledger)
- Provides additional administrative support to the Administrative Services Director, including coordination of various projects and activities, interaction with City Council and the public
- Performs other duties as assigned

SPECIAL REQUIREMENTS

Essential Functions:

These functions may be performed with or without reasonable accommodation:

- Oversees, manages and participates in strenuous physical activities, such as leading trips and activities, demonstrating proper exercise techniques, and managing staff during activities
- Sets up, moves, and takes down recreational equipment
- Speaks clearly and understandably
- Attends and participates in evening or weekend activities, meetings and events as assigned
- Reviews reports and correspondence quickly and accurately
- Reports to work at any hour of day or night as required by disaster or other emergency situation
- Performs duties on a regular and consistent basis
- Uses a computer and telephone

QUALIFICATIONS

Knowledge of:

- Modern Office Technology
- Principles and practices of customer service
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Principles and practices of team building and leadership
- Applicable State and Federal laws and regulations
- Departmental and program budget development and monitoring
- Computer use, including spreadsheet, word processing, and graphic presentation software
- Office methods and procedures
- Methods and techniques for effective public relations and administrative analysis
- Contract Management
- First Aid practices
- Town and department policies and procedures

- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- Personnel management including hiring, supervising and evaluating full-time and part-time staff

Ability to:

- Facilitate change and develop and coordinate recreation programs; prepare budgets and analyze departmental expenditures
- Conceive, propose, implement and maintain sound recreation procedures and records
- Analyze, interpret, and explain recreation policies and procedures
- Conceive and effectively propose solutions to problems
- Read, comprehend and interpret rules and regulations regarding governmental operations
- Establish, maintain and foster cooperative working relations with others
- Express self clearly and concisely in written and verbal communication; compile, correlate and analyze a large volume of written and numerical data
- Facilitate meetings, including preparation of agendas and written minutes
- Market and promote activities and programs
- Work effectively with co-workers, the public, and others by sharing ideas in a constructive and positive manner
- Listen to and objectively consider ideas and suggestions from others
- Keep commitments
- Keep others informed of work progress, timetables, and issues
- Address problems and issues constructively to find mutually acceptable and practical business solutions

EDUCATION AND EXPERIENCE

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

Education:

Equivalent to a four-year degree in recreation, physical education or a closely related field

Experience:

Three years of progressively responsible full-time recreation experience

LICENSES AND/OR CERTIFICATES

Must possess and maintain a valid California driver's license.