



CLASS SPECIFICATION FOR:

Recreation Division Manager

General Statement of Duties:

Under limited supervision, this position provides leadership, overall administration and technical expertise for the department's Recreation Services Division's operations including programs, centers' operations, special events and leisure services that serve citizens County-wide; does related work as required.

Distinguishing Features of Class:

An employee in this class performs administrative work in the management of the Division of Recreation's Recreation Services programming and facility operations and ensures assigned programming and operations serve the target communities' needs and interests. Assists assigned staff with the development of facility and programming, policy and procedures and developing/managing budgets, with primary responsibility for the Recreation Services Division's budget and managing related costs and expenditures. This class has much latitude in exercising independent judgment within general policy guidelines set forth by the Assistant Director and/or Director of Recreation and Parks. Work is performed under limited supervision with responsibilities for managing programs and operations to support the department's and County's overall goals and mission, as well as the communities' needs and interests.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Oversight responsibilities for daily operations at all Recreation Services' facilities County-wide, coordinating with Recreation Manager and Recreation Supervisor as needed to ensure that the design, modification, maintenance, rehabilitation, preservation and conservation of recreation facilities meets acceptable standards for recreational use as well as all applicable regulatory guidelines and all programming is relevant, fresh and serves the needs and interest of target populations;
- Collaborates with assigned staff and supervisor to develop policies and procedures necessary to the programming and operation of facilities consistent with goals and interests of the department and County;
- Analyzes programs and facilities' use patterns and performance to goals, reports the results thereof, recommends and implements approved improvements and changes;
- Identifies program division's needs proactively, recommends solutions, and coordinates the approved solution, including maintenance, construction and/or renovation of any facilities or properties associated with section;
- Ensures the periodic survey of community interests and needs, including analysis/evaluation and determination of ideal delivery method for classes based on needs of the target audience and participants in the community;
- Evaluates suggestions for new programs and improvements to existing programs, recommends denial/approval;
- Accurately tracks programming performance, measures and statistics, program and service evaluations and prepares reports;
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- In collaboration with supervisor and Recreation Services' staff and consideration of County's goals for recreation programming and facility operations, prepares a yearly work plan for delivering services and the operation of facilities and oversees the implementation of approved plan;
- Liaisons with Marketing and Public Relations to produce effective marketing campaigns for Program Division;
- Responsible for the effective supervision of assigned staff including staff schedules, time cards and leave, performance evaluations, prioritizing and assigning work, and other related activities not limited to selection, training, coaching, mentoring, providing feedback, disciplinary actions and providing opportunities for ongoing professional development;
- Reviews and approves contracts/agreements utilizing the County standard contract as well as non-County contracts;
- Develops the annual operating budget for programming division for inclusion with the department's budget, manages or ensures the management of all program and operations expenditures within approved budget;
- Responsible for the effective management of costs, expenditures and revenues including completing required reports, budgeting, purchasing and financial transactions which includes revenue, for assigned section;
- Approves purchase orders and expenditures (requisitions) within defined County standards up to specified maximum;
- Tracks, monitors and manages activities within approved Cost Center Budget;
- Regularly reviews expenditures and other cost records related to programming and other operational activities to monitor costs and recommend fees and other charges to offset operational costs;
- Monitors programs and operations; coordinates and analyzes staff input and makes recommendations for program fees and cost effectiveness to provide a basis for division fee structure;
- Prepares requests for bids regarding equipment, supplies, and services related to programming and operations, works with Purchasing staff on bid review and selection and recommends award;
- Prepares and makes clear concise financial and administrative reports and presentations as assigned;



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Examples of Assigned Duties continued:

- Regularly researches opportunities for non-County funding such as grants, prepares necessary proposals and applications and follow-up with funding source for approval; if approved coordinates grant funding activities ensures compliance with all funding source requirements and does related reporting;
- Meets with community groups and other organizations to discuss County programs and groups' needs and interests;
- Partners and liaisons with various community and professional groups with similar targeted goals and interests;
- May serve on, chair or otherwise support or participate with committees and boards with relevant interests;
- Attends all required training and maintains all required certifications;
- Maintains current knowledge of best practices and guidelines as well as latest equipment and tools;
- Meets regularly with assigned staff to facilitate open, accurate and up-to-date communications and collaboration;
- Approves the selection of full-time, part-time, temporary and seasonal staff and interns;
- In collaboration with supervisor and Recreation Services' staff, develops and implements staffing plans and policies and procedures that ensure efficient operations and exceptional service delivery;
- Evaluates the need to fill vacant positions and recommends changes to allocated positions and organization structures as needed;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Comprehensive knowledge of all aspects programming and event planning for diverse audiences in Recreation Services' programming and operations section; extensive knowledge of facility operations and ongoing management of Recreation Services' facilities; comprehensive knowledge of available resources in Recreation Services and the Division; thorough knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions as well as County safety and risk management policies and practices; ability to work effectively as a team member and/or leader; excellent communication skills with the ability to present ideas and recommendations clearly and concisely both orally and in writing to diverse audiences; ability to establish and maintain effective working relationships with County officials, employees and the public as well as professional organizations and resources relevant to Recreation Services and the Division; ability to cooperate with and interpret recreation philosophies to County authorities, public and private groups, agencies and the general public; ability to collaborate effectively to achieve department and County goals; ability to multitask and effectively manage competing priorities and make sound decisions; excellent management and supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; thorough understanding of and demonstrated ability to develop effective marketing strategies in collaboration with Marketing Division; physical condition that permits the activities necessary in and inherent to the management of Recreation Services' programming and operations and use related tools, equipment and other inventory relevant to the activities; ability to develop and maintain detailed accurate records and to make regular and special reports; accounting or other financial skills with sufficient ability to develop budgets, manage expenditures in accordance with County Finance policies and manage operations effectively within budget; good working knowledge of personal computers and /or automated systems and the ability to enter, retrieve and analyze data using common business software as well as industry specific software; good judgment; excellent customer service skills; tact; and courtesy. Requires working evenings, weekends, and some holidays.

Minimum Education and Experience:

Education: Four (4) year degree in recreation or other field relevant to assigned area;

Experience: Ten (10) years of relevant work experience including two (2) years supervisory experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Ability to work a flexible work schedule to meet department needs;
- First Aid, CPR, AED and other fitness and department specific certifications may be required;
- Must be able to lift at least 30 lbs as needed to move supplies and equipment;
- Additional certifications relevant to assigned area may be required;
- Requires a valid driver's license.