



CLASS SPECIFICATION FOR:

## Recreation Manager

### General Statement of Duties:

Primary responsibilities include directing the planning and administration of a defined section of Recreation Services' programming and center operations which may include specific programming areas, services or sites and includes supervision of assigned recreation coordinators and other program or site-specific staff. Based on assignment, primary responsibilities may include fiscal and administrative oversight responsibilities for recreation facilities, and supervision of recreation facility coordinators whose primary duties are the day-to-day management of assigned facilities and support staff; does related work as required.

### Distinguishing Features of Class:

Primary responsibilities include oversight of all aspects of programming, services, and related customer service and site operations for a defined section of Recreation Services' programming and services; ensuring assigned programming, services and related site operations serve the target communities' needs and interests; assisting Recreation Coordinators with the development of programming, services, activities events, related policy and procedures, developing for and managing to approved programming, services, activities and event budgets. If primary assignment is recreation facilities management, duties include serving as site manager for multiple assigned locations with managerial level oversight responsibilities for assigned facilities, including related facility rentals, set-ups, technical and facility maintenance/repairs, and support staff supervision at assigned locations without an assigned Recreation Facilities Coordinator; supervision of recreation facility coordinators; development of annual operating budgets for all active recreation sites, including budgeting for general maintenance, repairs, rehabilitation projects, equipment replacement plans, and other special needs or projects; and ensuring centers operate within approved budgets. Incumbents in this class have much latitude in exercising independent judgment within general policy guidelines set forth by the Director of Recreation and Parks. Work is performed under limited supervision with responsibilities for managing programming, services, activities, events and assigned staff to achieve the department's overall goals/mission and to meet communities' needs and interests. Work is performed independently under limited supervision.

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

- Serves as a first line supervisor 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 development opportunities for assigned staff;
- Collaborates with assigned staff and management to develop policies and procedures necessary to ensure the programming and operation of facilities are consistent with goals and interests of the community, department and County;
- Reviews and approves contracts/agreements utilizing the County standard contract as well as non-County contracts;
- Contracts with and schedules private entities and resources relevant to assigned areas and necessary to defined service/support areas operations, programming implementation and overall facility management and ensures contracts are correct, complete, and accurate; and enforces all contractual obligations;
- Secures and schedules facilities, performers, instructors, vendors, and Division personnel for programs and events as needed/assigned;
- Ensures programming and operations are fresh, relevant and serve the County's goals and communities' interests;
- 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;
- Accurately tracks and analyzes programs, services, activities and events to target goals and evaluations, accurately tracks and analyzes assigned facilities' utilization patterns, reports findings and recommends improvements and changes;
- Monitors and evaluates programming, services, activities and events, coordinates and analyzes staff input, and makes recommendations for programming content, delivery, fees, and cost effectiveness, and to provide a basis for division fee structure;
- Regularly reviews expenditures and other cost records related to programming, services, activities and events and other related operational activities to monitor costs and recommend fees and other charges to offset operational costs;
- Collaborates with assigned staff and department management to prepare yearly work plan(s) for delivering programming, services, activities and events to serve the needs and interests of the target communities;
- Evaluates suggestions for new programs and improvements to existing programs, recommends denial/approval;
- Develops the budget for assigned section's programming, services, activities and events for inclusion with the department's budget, manages or ensures the management of all programming, services, activities, events and related operations' expenditures within approved budget;
- Tracks, monitors and manages programming, services, activities, events and operations within approved Cost Center 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;



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- 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;
- Approves purchase orders and expenditures (requisitions) within defined County standards up to specified maximum;
- Prepares and makes clear concise financial and administrative reports and presentations as assigned;
- Regularly researches opportunities for non-County funding such as grants, prepares necessary 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;
- May partner with and serve as primary liaison 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 assigned area's 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;
- Collaborates with Recreation Division Manager to develop and implement staffing plans and policies and procedures that ensure efficient operations and exceptional service delivery;
- Evaluates vacant positions and recommends changes to allocated positions and organization structures as needed;
- If primary assignment is recreation facilities management, coordinates with relevant department and County staff as needed to ensure that repair, maintenance, modification, rehabilitation, preservation and conservation of recreation sites and facilities, including equipment when applicable to a specific recreation site or facility, meets acceptable standards for recreational use as well as all applicable safety and regulatory guidelines and all work is completed within approved budgets;
- If primary assignment is recreation facilities management, reviews expenditures, other cost records, maintenance/replacement plans related to the repair, maintenance, modification, rehabilitation, preservation and conservation of recreation sites and facilities, including equipment when applicable to a specific recreation site or facility, and develops a fiscal year budget for each recreation site and facility for inclusion with the department's annual budget and as part of the capital budget request when appropriate;
- If primary assignment is recreation facilities management, develops and maintains facility, and equipment if applicable, maintenance and replacement plans to proactively ensure health, safety and licensing standards are maintained at assigned sites;
- If primary assignment is recreation facilities management, ensures fiscal compliance within center operations in accordance with departmental and county policies;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities:

Comprehensive knowledge of all aspects programming and event planning for diverse audiences in assigned Recreation Services' programming and services section; may require extensive knowledge of recreation facility operations and ongoing management of assigned Recreation Services facilities; comprehensive knowledge of available resources in the 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; excellent communication skills with the ability to present ideas and recommendations clearly and concisely both orally and in writing to diverse audiences; ability to work effectively as a team member and/or leader; 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 department 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; may require sound accounting and other financial skills with sufficient ability to develop, monitor, and report on 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 the ability to work a flexible



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schedule as needed, which may include 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: Eight (8) 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.

- Other certifications may be required passed on assigned section of programming and operations;
- 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;
- Valid driver's license.