



**DECEMBER 2014
FLSA: EXEMPT**

RECREATION MANAGER

DEFINITION

Under general direction, plans, organizes, and manages a variety of recreation programs, sports programs, various recreational special projects, and summer programs on a year-round basis for participants of all ages; oversees the operations and aquatics programming of the City pool and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager or designee. Provides direct supervision to part-time staff and volunteers.

CLASS CHARACTERISTICS

This is the management class with day-to-day supervisory, program and facility administrative responsibilities. Specific responsibilities may vary, depending upon the programs or projects to which assigned; however, all assignments require a knowledge of the provision of recreation and related services to a variety of age groups, the ability to organize and oversee the work of part-time staff and/or volunteers, a strong customer-service orientation and the skill to relate to a variety of individuals, families and groups from various socio-economic backgrounds. Assignments allow for administrative discretion and judgment in their execution.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for assigned programs and activities.
- Plans, develops, implements and directs a broad recreational program of activities and services for children, youth, teens, adults and seniors.
- Prepares and administers the budget for assigned programs and activities.
- Plans, organizes, assigns, reviews, evaluates and directs the work of staff; recruits, selects personnel and provides for their training and development.
- Maintains effective relations with a variety of community organizations, including the School District, parent support groups and the public; works closely with City staff to provide comprehensive recreation services to City residents and to solve a broad range of service delivery, community and administrative problems.
- Coordinates, delegates and follows up on the work of assigned staff; sets work priorities and coordinates and schedules assignments.

- Advises immediate supervisor, appropriate commissions and committees and the City Council on aspects of recreation program and planning; presents and justifies proposed plans, plan revisions and recommendations.
- Surveys the community to determine recreation needs and implements programs to satisfy those needs.
- Evaluates and monitors assigned recreation programs and recommends improvements.
- Prepares a variety of periodic and special reports related to recreation programs and activities; develops and writes manuals and instruction procedures.
- Ensures the safety of the City Pool, playing fields, playgrounds and other recreational facilities.
- Designs and prepares promotional materials and departmental brochures.
- Maintains accurate records and prepares a variety of periodic and special reports regarding program and event activities, including registrations and fees received.
- Sets up and uses a variety of recreation, cleaning, and other equipment related to the program as well as standard office equipment, including computers; may drive a motor vehicle to transport supplies, equipment and program participants in the course of the work.
- Processes registrations, collects fees and issues receipts.
- Coordinates the rental of facilities with citizens, community groups, City staff and others.
- Assists in the recruitment of part-time and seasonal staff including lifeguards.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.
- Principles, practices, and service delivery needs related to facility rentals, classes, and community events.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines.
- Principles and practices of contract administration and evaluation.
- Principles and practices of public relations techniques.
- Principles and procedures of record keeping and report preparation.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, contractors, and volunteers.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Develop, plan, coordinate, and implement a variety of recreational programs and facilities suited to the needs of the community.
- Prepare and monitor program budgets.
- Negotiate and administer contracts.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate business arithmetic and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major course work in recreation or a related field and five (5) years of increasingly responsible, full-time experience in recreation program planning, pool management, and administration.

Licenses and Certifications:

Must possess a valid California class C driver's license and a satisfactory driving record. Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates. Must possess a valid American Red Cross Lifeguard Training Certification. Must possess or obtain a certified Pool Operator's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle and to visit various City, recreation, and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 35 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and may occasionally be exposed to hazardous substances. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.