



JULY 2024
FLSA: EXEMPT

RECREATION MANAGER

DEFINITION

Under general direction of the Deputy City Manager plans, directs and reviews the activities of the Parks and Recreation Department including a combination of youth, adult, and senior programs, special events, aquatic's facility and programming management, facility and park rentals, and oversight of park maintenance. Provides direction to meet City goals and to coordinate with other city departments, service areas, agencies, boards, commissions and the public. Performs other job-related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy City Manager or designee. Exercises direct supervision over assigned coordinator, professional, technical and administrative support staff.

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 full-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.
- Plan, organize and direct recreation activities including the development and implementation of recreation programs, special events, community engagement projects, aquatic programming, and active adult and senior services to serve a broad spectrum of the community. Make recommendations for improvements as necessary.
- Oversees department communication program including website content, newsletter, managing the customer interface for the department's recreation software, activity guide, social media, outreach; to include an increase in Spanish language communications. May include coordinating and supporting citywide communication program.
- Assists with preparing and administering the budget for assigned programs and activities. Oversees fundraising activities by developing strategies, programs, and methods for monitoring funds; coordinates the tracking of grants, new revenue sources, and other fundraising programs.
- Oversee recruiting and hiring of staff. Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Maintains effective relationships 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 challenges.
- Further the best use of city recreational facilities and programs including organized sports, senior activities, City promotional programs, and fairgrounds programming; plan and implement park and facility scheduling use and upkeep.
 - Recommend master fee schedules for the Parks and Recreation Department; develop proposals for the most effective utilization of current resources; may negotiate and administer departmental contracts. Maintains the safety of parks and recreation facilities to the standards of regulating authorities.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of recreation and aquatic 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 customer service 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 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.
- Understand program budgets.
- Understand contract negotiation and administration.
- Prepare clear and concise reports, correspondence, and other written materials.
- 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, discretion 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 four (4) years of increasingly responsible, full-time experience in recreation program planning, facility management, and administration. Aquatics management experience is desired, but not required.

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.

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.