

Parks and Recreation Manager



DEPARTMENT: Administration
DIVISION: Parks and Recreation
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Parks and Recreation Manager is responsible for program development and administration and the overall operation of the Parks and Recreation Division.

SUPERVISION RECEIVED

Works under the direct supervision of the City Administrator.

SUPERVISION EXERCISED

Incumbent provides direct supervision to full and part-time professional, supervisory, and field staff in Parks and Recreation assigned programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Develop goals, objectives, policies, and services for assigned staff.
- Prepare and recommend annual operating budgets and monitor revenues and expenditures; purchase supplies and maintain records relating to equipment, and materials.
- Oversee and direct the maintenance, and repairs of City grounds, which include parks, athletic fields, and playgrounds.
- Develop, manage, and provide oversight to a comprehensive recreation program and related youth and adult activities including but not limited to community-wide special events, special interest classes, summer youth and adult programs, and cultural programs.
- Plan and develop budgets for classes, activities, and events, promote activities in the community, attend activities to ensure proper implementation, and maintains attendance logs and other program records.
- Supervise division employees, including assigning and reviewing work, monitoring workflow, training, evaluating performance, and resolving grievances.
- Train, recruit, and schedule volunteers for youth sports and other recreation programs.
- Prepare grant applications and manage grant contracts from a variety of private, federal, state, and local sources; assure proper grant accounting and adherence to guidelines and regulations.
- Assist with park planning and development and special project implementation, including the management of small- to medium-sized capital improvement projects.
- Answer questions and provide information to the public; investigate citizen complaints and recommend corrective action as necessary to resolve complaints; provide public presentations regarding recreation programs and services.
- Make presentations to boards and committees, community groups, school district, and public on recreation and leisure services programs.

- Work closely with youth and adult sports associations on the development and implementation of programs and scheduling of activities.
- Manage the division's sponsorship program to provide a high level of program cost recovery.
- Recommend charges for fee-based programs and ensure the proper receipting and management of fees collected.
- Develop and manage strategic partnerships with local organizations to improve service to the community.
- Prepare for publication a variety of brochures, calendars, letters, posters, news releases, flyers, website, social media, and related communications regarding recreation programs.
- May serve as a member of various employee committees.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Bachelor's degree in Recreation Administration, and five (5) or more years of experience in recreation programming which includes supervisory experience.
- b. Any equivalent combination of relevant education and experience that provides the required knowledge and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Recreation program development principles.
- b. Techniques of marketing, promoting and scheduling events, activities, and facilities.
- c. Interpersonal and customer service skills required to create a team environment.
- d. Establish and maintain effective working relationships with City staff, outside agency representatives, City officials, and the public.
- e. Develop and evaluate program budgets and provide budgetary recommendations.
- f. Communicate clearly and effectively, both verbally and in writing.
- g. Formulate park policies, procedures, rules, and regulations.
- h. Problem solving, organize workloads, meet deadlines, and develop staffing patterns to meet program and facility needs.
- i. Supervise, direct, and evaluate employees.
- j. Plan, organize, and supervise small capital improvement projects.
- k. Schedule work projects as directed by the City Administrator.
- l. Maintain site inventories and records.
- m. Prepare reports and recommendations.

SPECIAL REQUIREMENTS

- Valid state driver's license

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; ten-key calculator; telephones.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activities frequently required by the work include light work, exert up to 20 pounds of force and occasionally lift/move up to 50 pounds; perform tasks that may require the incumbent to walk, lift, use manual dexterity, repetitive motions, and grasp with or without reasonable accommodations; express or exchange ideas by means of the spoken word; visual acuity necessary to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; expansive reading.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to finger, handle, feel, or operate objects and tools or controls. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch or crawl, and talk or hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Parks and Recreation Manager** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Parks and Recreation Manager

Date

Print Name: _____

City Administrator

Date