

PARKS AND RECREATION MANAGER

DEFINITION

Under the direction of the Parks and Recreation Director, the Parks and Recreation Manager plans, organizes, coordinates, and manages programs, services, facilities, and operations of the Parks and Recreation Department, and provides administrative and operational support to departmental functions.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Manages and coordinates assigned cultural, educational, recreational, community, social service programs, and special events.

Implements and administers policies, procedures, and regulations governing department operations, programs, and facility use.

Prepares cost analyses of programs and facility operations.

Prepares and submits recommendations for program and facility fees for review and approval.

Provides input and recommendations on department policy and operational matters.

Coordinates assigned department activities with other City departments, outside agencies, and community organizations.

Selects, trains, supervises, evaluates, and disciplines staff directly or through department supervisors.

Serves as staff liaison to community groups as assigned.

Prepares, administers, and monitors grants.

Implements and monitors risk management and liability procedures for program operations.

Monitors, writes, and negotiates contracts and leases.

Review and processing of personnel schedules and payroll.

Identifies and assists in the preparation of recommendations for necessary repair, capital improvement, and capital outlay for recreation facilities.

Assists with department facilities general oversight, maintenance and upkeeping needs.

Makes recommendations for the purchase of equipment and supplies.

Assists with the development and monitors the administration of the Department budget.

Supports and maintains positive community relations.

Serves as liaison with other government agencies as it relates to assigned programs and services.

QUALIFICATION GUIDELINES

Knowledge of: Principles, practices, and objectives of municipal recreation, social, cultural, and community service programs; principles and practices of public administration, supervision, and program management, including budget preparation and monitoring; applicable laws, regulations, and ordinances affecting program and facility operations; development and use of community and multi-purpose facilities; general principles of theater and facility operations; functions and operations of non-profit organizations; program development methods and practices; contract and lease administration practices; computers and applicable software applications; report writing methods and techniques; community organization, resources, and facilities; basic land and facility maintenance principles; employee training and supervision; and public relations principles and practices.

Ability to: Plan, organize, coordinate, and evaluate assigned programs and services; analyze operations and recommend improvements to programs and service delivery; assist in the preparation and monitoring of program budgets; supervise, train, and evaluate staff; assess facility and program needs and make recommendations; coordinate facility and program operations, including specialized venues such as theaters; prepare and present clear and concise written and oral reports; establish and maintain effective working relationships with City staff, consultants, commission and board members, representatives of outside agencies, and the public; and support and implement effective public outreach and community relations efforts.

Minimum Qualifications

Education and Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this required knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with a degree in Recreation Administration, Public or Business Administration, Theater Arts Management, or a closely related field.

Experience: Three years of increasingly responsible professional recreational, community service, and park management experience, including at least two years in a supervisory or administrative capacity.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

In accordance with California Government Code Section 3100, incumbents are considered disaster service workers and must be available for call-back during major emergencies or disasters.

Approved by the Civil Service Board:

Approved by the City Council: