

## Parks and Recreation Manager

### DEFINITION

Oversees the development, management, and operation of parks and recreational facilities as well as Recreation and Youth Services programs. Work includes organizing, planning, coordinating, evaluating, and managing the work of professional staff and other support employees. Work is performed under the direction of the Parks & Rec Director.

### CLASS CHARACTERISTICS

Performs mid-management level work in support of the Parks and Recreation department. Monitors job tasks to ensure that assignments are completed in accordance with departmental procedure and that accurate records are maintained to reflect work performed. Position typically manages a small to mid-size team of employees and typically schedules day-to-day work activities to provide for optimum efficiency and productivity. Position requires a complete understanding and wide application of principles, theories, and concepts in assigned function or business area.

### ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Oversees the delivery of quality recreational and athletic programs for the community; ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations; develops and oversees the monitoring of the budget for these activities

Develops comprehensive plans to satisfy future needs for department services

Develops and implements policies and regulations relating to recreational activity, facility and park maintenance, park development, and nutrition services; ensures that policies are administered equitably

Oversees the duties and work performance of assigned personnel; coaches and mentors staff, creates work schedules, and assigns tasks and projects as needed

Reviews and approves parks and recreation program proposals; implements approved programs

Communicates and interacts with the athletic leagues, fitness services, referee services and special activity instructors

Communicates with recreational and travel program representatives

Inspects playgrounds, fields, buildings, and areas within the City parks to ensure proper working conditions

Evaluates employee performance and makes recommendations for disciplinary action as required

Conducts job interviews for open positions and promotional opportunities; recommends selections for hire; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance

May review and approve schedules for parks facilities and athletic field reservations and room reservations

Represents the City, or delegates such authority, in relations with the community, advisory committees, local, county, state, and federal agencies, other Parks and Recreation departments, and professional organizations

May prepare proposals, budgets and reports for the Parks and Recreation Department

Possesses proficient written and oral communication skills

Performs other duties as assigned

## QUALIFICATIONS

### Education and/or Experience

Any combination of formal and informal education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is: Associate's degree or equivalent from an accredited College or University in business administration, recreation/physical education, leisure services or related field is required. Bachelors' degree is preferred; supplemented by two (2) or more years' experience in the planning and implementation of recreation programs, fitness and parks, athletics, and supervision and evaluation of staff and facilities.

### KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of parks and recreations programs and practices. Skilled in Microsoft Office products (Word, Outlook, and Excel). Skilled in providing good customer service, ability to multi-task, assign, and prioritize assignments within the department. Ability to analyze, define, and resolve problems, identifies alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals. Ability to assign projects, manages workload, and supervises effectively. Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes. Ability to clearly communicate and understand information in English, both orally and in writing. Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work. Ability to regularly attend work and arrive punctually for designated work schedule. Ability to work nights, weekends, and holidays as needed.

### Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certifications within the first six months.

PHYSICAL PROFILE: Category I, 1,3,4,5,6,7,8,12,18,19,20

### ENVIRONMENTAL REQUIREMENTS

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease or pathogenic substances.

### SENSORY REQUIREMENTS

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.