



Senior Recreation Supervisor – Recreation Manager

Definition

Under administrative direction of the Director of Recreation and Community Services, plans, administers and directs all programs of a specific division of the Recreation and Community Services Department. This position will be assigned to the newly created Business and Community Services Division and will manage all business related functions including technology, customer service, marketing, budget, facility use, registrations, leases and policy implementation. Also responsible for the community services component encompassing volunteer management/coordination and programs such as citizen corps, neighborhood watch, sister cities and block leaders. Serves as a member of the department's management team and participates in departmental policy development, administrative planning, and problem resolution. May act as liaison to the Disaster Council and the Library Commission. Assists the Director with strategic planning, special projects and facilitation of private/public partnerships.

Class Characteristics

This class differs from the Recreation Supervisor class in that the Recreation Manager is responsible for performing more varied and complex tasks associated with multiple programs and facility management, exercises direct and indirect supervision over assigned management, professional, technical and clerical personnel, and may act as Director of Recreation and Community Services in the Director's absence.

Typical Job Functions

Management reserves the right 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.

Organize and manage the personnel, facilities and other resources of the division and/or department, including setting and evaluating divisional and departmental goals, objectives, policies and procedures.

Plan, develop, organize and supervise various business activities including implementation of a department wide software system, marketing/social media strategy, and customer service strategy.

Assess community interests in order to design and implement appropriate programs.

Plan, develop, organize and supervise our department volunteer program and the community outreach areas of citizen corps, neighborhood watch, sister cities and block leaders.

Oversee the recruitment, hiring, training, supervision and evaluation of temporary recreation personnel, contract employees and volunteers; supervises and evaluates full time City staff; supervises and coordinates office services.

Provide recommendations on division budgetary needs; develop program budget and approves expenditures; supervise the collection and accounting of monies. Monitor capital projects related to the division.

Monitor performance standards and provides department wide venues for customer feedback.

Maintain effective relations with other Department divisions, City departments, community groups, school districts, library, public safety and the general public.

Conduct research to identify emerging needs, trends and services related to recreation and community services.

Conduct program planning and implementation meetings to ensure maintenance of health, safety, and service standards; participate in development of long range plans and objectives for Division; participate in department and city master planning.

Prepare complex written reports and presentations. Represent the Department at local and regional events as needed.

Perform related duties as assigned. Duties will differ depending upon the department division assignment.

Qualifications

Knowledge of:

Recreational, cultural, and educational activities for all ages.

Principles and practices of supervision and public recreation and business administration.

Goals, objectives, principles, procedures, materials, rules and regulations, and skills associated with a variety of recreational and other community service activities.

Implementation of business plans.

Principles and methods of program development, implementation, and promotion.

State and federal laws applicable to recreation and community services.

Ability to:

Develop and administer business and recreation programs directed to the needs and desires of the community.

Plan, organize, coordinate, supervise and direct the activities of personnel and volunteers involved in conducting recreation and community service programs.

Take a proactive approach to customer issues and problem resolution.

Initiate effective communication skills in a written and/or verbal format. Prepare detailed reports and other written material.

Establish and maintain effective working relationships with employees, community organizations and the public.

Effectively manage Division personnel, including hiring, evaluation, promotion, training and disciplinary actions.

Analyze problems quickly and draw logical conclusions. Plan and implement an effective and efficient course of action.

Education and Experience

A Bachelor's degree from an accredited college or university with major course work in recreation administration, public administration, education, business or a closely related field. Four years of increasingly responsible professional experience in a supervisory capacity.

Licenses and Certifications

Possession of or ability to obtain and maintain a valid California Class C driver's license.

FLSA: Exempt
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