



Office of Human Resources  
Manager Recreation Manager - CA0963  
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### General Statement of Duties

Manages operational area(s) within the Recreation Division of the Department of Parks and Recreation that includes implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately.

### Distinguishing Characteristics

There are two classes in the Recreation Management series (Recreation Manager and Recreation Director). The Recreation Manager is a first level management class. A Recreation Manager oversees city-wide programs within the division that are operated independently from recreation centers. A Recreation Manager position is operationally and/or functionally focused.

The Recreation Director is a mid-level management class. A Recreation Director manages the overall operations and service delivery for a multitude of recreation centers of varying size, city-wide recreation programs, and core program areas. A Director position is operationally and/or functionally focused as well as strategically focused.

### Level of Supervision Exercised

Manages a work group(s) within a division by supervising supervisors and/or individual contributors. By position, matrix manages staff involved with projects or programs.

### Essential Duties

Manages the development, operation and service delivery of multiple city-wide recreation programs including city-wide sports and outdoor recreation.

Contributes to the development and implementation of work plans based on the annual and strategic plans. Recommends and assists in the implementation of goals and objectives.

Communicates annual work plans to employees and ensures employees are focused on the work plan and achieving performance standards.

Monitors and directs daily operations to ensure policies and procedures are being followed. Ensures goals and objectives are met, services are being provided efficiently and effectively, and takes corrective action when needed.

Ensures staff and financial resources are utilized appropriately and shifts resources based on business needs within budget restraints.

Resolves operational and management issues, makes decisions that are inclusive of multiple perspectives and solves underlying problems.

Represents the work area(s)/division in meetings with elected and/or appointed officials and other city entities. Serves as a city representative on various committees. Fosters collaborative relationships that benefit the organization.

Creates and administers work group procedures and recommends and implements process improvements and policies for work group(s).

Establishes performance metrics for staff and work area(s). Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Resolves escalated employee and citizen complaints.

Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Participates in the development of budget recommendations for operating and capital expenditures.

Contributes to the development and implementation of work plans based on the annual and strategic plans. Recommends and assists in the implementation of goals and objectives.

Communicates annual work plans to employees and ensures employees are focused on the work plan and achieving performance standards.

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Resolves escalated employee and citizen complaints.

Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Participates in the development of budget recommendations for operating and capital expenditures.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Knowledge & Skills**

None

**Education Requirement**

Bachelor's Degree in Recreation Management, Business Administration, Management or related field.

**Experience Requirement**

Three (3) years of experience supervising recreation staff.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Pressure due to multiple calls, inquiries, and conflicts.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: A-812**  
**FLSA Code: Y**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date: 7/27/2020**  
**Revised By: GT**  
**Class History: GT - Updated job title and distinguishing characteristics.**