



Office of Human Resources
Director Recreation - CA2753
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General Statement of Duties

Directs the operations of recreation center or major program areas within the Recreation Division of the Department of Parks and Recreation including developing annual and multi-year work plans and strategies, ensures resources are available to achieve work plans, resolves complex business issues, and establishes management practices and processes that ensure the accomplishment of performance standards.

Distinguishing Characteristics

There are two classes in the Recreation Management series, Recreation Manager and the Director of Recreation. 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 Director of Recreation is a mid-level management class. A Director of Recreation 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.

Essential Duties

Directs the overall operations and service delivery for a multitude of recreation centers of varying size, city-wide recreation programs, or core program areas including community recreation, adaptive recreation (serves people with disabilities), city-wide adult sports, outdoor recreation, and aquatics.

Develops annual and multi-year work plans and strategies to meet business needs. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards to ensure success.

Creates communication strategies for the implementation and promotion of new initiatives, updates, and changes to program areas and services, consensus building, community engagement and outreach, and marketing for the successful rollout of strategic projects.

Communicates with other municipalities to compare programs, pricing, and structure and collaborates with numerous non-profit organizations and other city entities to ensure improvements and community needs.

Establishes protocol and expectations for recreation centers and program operations that address diverse needs, interests, and services.

Communicates business and work area plans and goals to internal and external stakeholders to secure buy-in. Reviews, approves, and implements recommended changes to plans and leads the development of process and/or operational improvements.

Prioritizes and allocates resources to achieve strategies. Utilizes resources to develop or expand services and/or operation. Ensures resources are utilized appropriately and do not exceed the established budget without approval.

Creates and administers policies and integrates work group procedures across work areas for consistency.

Resolves sensitive, controversial issues by making decisions that are inclusive of multiple perspectives.

Represents the division/department in meetings with elected and/or appointed officials and other city entities. Serves as the city representative with a variety of public, business, and community organizations. Fosters collaborative relationships to the benefit of the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Resolves escalated employee or citizen complaints including long-term resolutions in problem areas.

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

Develops and monitors the budget and oversees financial well-being by analyzing cost effectiveness. Directs cost control activities.

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

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

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

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

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

Level of Supervision Exercised

Performs supervisory duties over supervisors and/or other individual contributors.

Education Requirement

Bachelor's Degree in Business Administration or a related field based on a specific position(s).

Experience Requirement

Five (5) years of experience at the type and level of manager.

Education & Experience Equivalency

Two (2) years 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 conflict.

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.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-815

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: