

CITY OF GLENDALE

TITLE:	Recreation Manager	CLASSCODE:	443
REPORTS TO:	Deputy Parks & Recreation Director	GRADE:	29
DEPARTMENT:	Parks & Recreation	FLSA:	E

JOB SPECIFICATION DATE: July 21, 2005 cm

JOB SUMMARY

Plans, organizes, and supervises the activities and staff for recreation programs within the Parks and Recreation department. Manages day-to day operations, financial objectives, and marketing of recreation programs, including determining distribution materials and methods to promote recreation programs.

ESSENTIAL FUNCTIONS

1. Manages day-to day operations, financial objectives, and marketing of recreation programs, including, determining distribution materials and methods to promote recreation programs.
2. Plans, organizes, and supervises the activities and staff of large recreation and educational programs such as, but not limited to, aquatics, athletics, neighborhood activities, special interest classes, and special events.
3. Participates in establishing goals and objectives for the department; establishes goals and objectives for area of responsibility.
4. Participates in planning the department budget; prepares cost estimates for budget recommendations; monitors the budget for area of responsibility.
5. Recruits, supervises, and trains staff and contracted service providers who are responsible for a variety of recreation programs and vendor services.
6. Performs on-site program inspections and evaluations to ensure compliance with program and safety policies and procedures.
7. Performs research, analyzes findings, prepares recommendations for changes in recreational programming; monitors and evaluates program outcomes.
8. Investigates and resolves complex or sensitive citizen complaints or problems.
9. Negotiates with schools and community groups regarding fields, facilities, and classrooms; implements and administers contracts and agreements.
10. Coordinates activities with other departments and outside agencies and organizations.
11. Prepares reports on activities and other statistics in area of responsibility.
12. Develops yearly program calendar for area of responsibility.
13. Interprets and enforces department policies, procedures, and regulations.
14. Monitors the purchase, use and care of facilities and program equipment.
15. Participates in the preparation of grant applications; administers and monitors grant funding.
16. Acts as liaison to community groups, commissions, and agencies.

SECONDARY FUNCTIONS

17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles, methods, and practices of planning and providing community based recreational services; developing and implementing senior and youth care and related activities and programs
Budget development and monitoring; program administration
City policies and procedures, community demographics, and recreational issues
Methods and procedures of operations, recreation, cultural, and social needs of the community

Ability to:

Effectively plan and organize the activities or program areas
Effectively supervise, train and develop employees
Conduct research, analyze findings, and make recommendations; monitor contracts and agreements in area of responsibility
Design, implement and administer programs; prepare reports
Effectively communicate verbally and in writing
Establish and maintain effective working relationships with city staff and the public
Interpret and apply city laws, regulations, policies, and procedures related to recreation indoor and outdoor events and programs

WORKING CONDITIONS

Office setting with frequent field visits and inspections. Occasionally transports recreational equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree in recreation administration, leisure services, or a related field, and four years experience in professional recreation work and recreational planning including one year of supervisory experience.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license
Cardiopulmonary Resuscitation certification and First Aid Course certification
May be required to work evenings, weekends, and holidays