

**COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION
RECREATION MANAGER**

GENERAL DUTIES: Under the direction of the Community Services Director, plan, administer, and direct all programs of the Recreation Division of the Community Services Department; and represent the Recreation Division and the Department in various assigned capacities within the City, other agencies and the community.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City as per Department policy.

Attendance - Follows Department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules and regulations of the City and Department.

Safety - Follows the Safety and Health Handbook, as well as other safety-related standards, and avoids unnecessary risk to oneself, co-workers, citizens and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provide management and supervision of all recreation programs, activities, personnel, and facilities of the Division, including the development and implementation of overall Division policies, goals and priorities as well as those applicable to specific programs and activities.
2. Identify program needs; as appropriate, take action to meet these needs or submit recommendation to the Community Services Director.
3. Administer and monitor operating and capital improvement budgets applicable to the Division and prepare budgets for submission to the Director.

4. Review program operations in terms of compliance with established policies and attainment of goals and objectives.
5. Periodically evaluate the performance of supervisory staff and review performance evaluations conducted on other Division personnel.
6. Determine the need for contractual services, equipment and supplies; and effect their acquisition or make recommendations for same to the Director.
7. Maintain effective liaison with other Departments divisions, other City departments, community groups, the Gilroy Unified School District, and the general public.
8. Provide for staff support to the Parks and Recreation Commission, the Arts and Culture Commission and the Youth Commission.
9. As assigned, function as the Department Director in the absence of the Community Services Director and attend meetings of the City Council as required.
10. Provide for the accurate and timely maintenance of Division records, including effective accounting for monies collected from program fees, facility rentals and other related activities.
11. Apply for and secure grants to support recreation programs; coordinate, and/or provide for, fund raising events and activities to support recreation programs.
12. Perform other related work as assigned.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS:

1. Possess significant customer service, organizational and personnel management skills necessary to manage a complex and diversified group of programs.
2. Possess significant public relations skills necessary for regular contacts with the press, other agencies, community organizations, commissions and citizens that will promote and positively represent the City and the Department.
3. Application and utilization of computer systems, with Microsoft Word and Excel preferred.
4. Project management.
5. Strong analytical skills with the ability to prepare complex reports.

KNOWLEDGE: Knowledge of:

RECREATION MANAGER

1. Progressive principles, procedures and techniques used in the development and administration of recreation programs and facilities.
2. Common recreational and social needs of various age groups.
3. Principles and procedures for implementing and administering a variety of recreation activities and for the development of programs through community participation.
4. Principles and practices of administration and of budget and personnel management.

ABILITIES: Ability to:

1. Effectively develop and administer a recreation operation suited to the needs of the community.
2. Plan, coordinate and direct the development and implementation of recreation programs.
3. Provide input and analysis as it relates to recreation facility development and design as well as park development and design.
4. Acquire a thorough knowledge of Division and Department policies and regulations and a working knowledge of City policies and regulations in general.
5. Effectively manage Division personnel, including hiring, evaluation, promotion, training and disciplinary actions.
6. Delegate assignments and projects to other Division staff as appropriate and hold staff members accountable for performance, results, and deadlines.
7. Insure the maintenance of accurate record keeping systems.
8. Communicate effectively in writing and verbally.
9. Establish and maintain effective working relationships with management, subordinates, co-workers and the public.
10. Establish a long-term plan and vision for the recreation function that involves input from staff and others in the community.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following items are used:

1. Computer keyboard and monitor
2. Printer
3. Telephone
4. Copier
5. Calculator
6. Facsimile machine
7. Specialized computer software.
8. Pager
9. Two-way radio
10. Automobile
11. Presentation equipment, microphones, easels, overhead projectors and tape recorder.
12. Television and VCR equipment.

PHYSICAL DEMANDS:

Under typical field and office conditions, employee will perform the following physical activities:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Standing, during presentations and training seminars.
3. Walking
4. Stooping
5. Kneeling
6. Bending
7. Twisting
8. Pushing/Pulling
9. Lifting, up to 25 pounds
10. Driving
11. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee will utilize these senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, television, VCR, microphone, easel, overhead projector, tape recorder and automobile:

1. Seeing
2. Hearing
3. Speaking
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

Indoors: Typical office conditions, up to 75% of the time.

1. Flooring: Low level carpeting, linoleum, tile, wood, etc.
2. Noise Level: Conducive to office settings with phones, copiers, air conditioning, radios and typewriters.
3. Lighting: Conducive to normal office setting.
4. Ventilation: Provided by wall heater, central heating and air conditioning units.
5. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical conditions, traveling by automobile to meetings, visiting centers, attending training sessions, up to 25% of the time.
2. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
3. Ventilation: Heating and air conditioning provided by a vehicle.
4. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, calculator, adding machine, fax machine, VCR, television, microphone, easel, overhead projector, tape recorder, etc.

When traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from college with a Bachelor's degree in recreation administration, leisure studies, or a closely related field.
2. Four (4) years of progressively responsible supervisory experience in recreation programs. Municipal work experience preferred.
3. Pass a post-offer medical examination, which includes a drug test.

4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Pass a Department of Justice criminal record check for employment.
6. Prefer non-tobacco user.
7. Prefer bilingual (English/Spanish).