

CITY OF SALINAS

RECREATION SERVICES MANAGER

BARGAINING UNIT/CLASS CODE:

AMPS / Q15

DEFINITION

Under direction, to manage and coordinate assigned program in the daily operation of the City's recreation services; to supervise and assist in planning, developing and evaluating such services.

DISTINGUISHING CHARACTERISTICS

Recreation Services Manager is an advanced journey level class in the recreation program supervisor series. It is distinguished from the Recreation Coordinator class by the greater depth and breadth of its supervisory, program and/or administrative responsibilities; and its management level status. Positions in this class may be assigned specific programmatic responsibilities or may provide high-level administrative support to the Recreation-Park Superintendent and Deputy City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation-Park Superintendent. Exercises direct and/or indirect supervision of the Recreation Coordinators, and other full and part-time recreation division staff depending on assignment.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Research, plan and assist the Recreation Coordinators and other staff to plan and implement high quality, responsive and cost-effective recreation programs and events. Assist and recommend a variety of personnel actions including selection, promotion, performance evaluation, disciplinary action, and dismissal. Manage, facilitate, evaluate and improve assigned recreational services, including Division administration, sports and aquatics, centers and playgrounds, after school activities, citywide special events process and Community Center. Monitor and adjust section budget in accordance with recreation program development and implementation to include CIP program budgets. Administer the permit process in reservation of assigned City operated recreational facilities. Collect, document and report funds on fee-paid programs. Meet with and advise staff, City department and outside agency/group representatives on complex and sensitive recreation/community related matters. Coordinate and supervise special events, tournaments, field trips and related leisure/recreational activities. Prepare and administer athletic, playground, centers and other division fund specification, bid documents and outside professional service contracts. Research, write and administer grant proposals, contracts, agreements, budget requests and other types of technical studies, surveys and reports. Provide input on privatization of recreation facilities, to include golf courses, as needed. Prepare and monitor department, division, programs and/or project budgets, which may also include state and/or federal funded grants or bonds. Investigate and prepare reports on specific requests and complaints pertaining to Recreation-Park Division. Prepare and present City Council and Commission reports as assigned. Complete Request for Proposals. Research, develop and coordinate recreation and parks master planning to include future growth area and park planning. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, occasional need to walk on uneven surfaces inspecting event sites; physical strength to lift from the floor without assistance up to 20 lbs. and occasionally up to 50 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect

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and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasional fieldwork required related to outdoor recreational centers/sites. Some driving required to attend out-of-town training, meetings, and to visit various recreation centers within the City.

QUALIFICATIONS

Knowledge of:

Principles and practices of planning and directing recreation programs facilities, including aquatics. Public administration organization, program planning and budget development and implementation. Recreation personnel selection, training, performance and evaluation standards. Public swimming pool maintenance, operation and program planning and implementation. Research techniques, sources and availability of information; and methods of report preparation and presentation. Principles and practices of organizational and program analysis, management and auditing.

Ability to:

Plan and facilitate a large/diverse municipal recreation program. Select, train, motivate, supervise and evaluate recreational personnel. Analyze technical and complex information, negotiate disputes, communicate effectively verbally and in writing. Establish and maintain effective working relationships with a large and diverse set of groups and individuals. Write and produce detailed and complex reports using computer technology. Make public presentations to a wide-range of large and small audiences. Work with a diverse group of the community, including at-risk youth.

License or Certificate:

Possession of a valid California Class C Driver's License. First Aid and CPR certification required at time of appointment. Depending on assignment or area of responsibility, possession of, or ability to obtain, American Red Cross-issued Advanced Life-Guarding or Life-Saving Certificates and Water Safety Instructor Certificate.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be a Bachelor's Degree from an accredited college or university with major course work in Recreation Administration or closely related field and at least four (4) years of increasingly responsible experience in supervising and administering large and varied recreation programs, preferably in a municipal agency, and including a formal aquatics program.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-79, REV: 5-94, REV: 4-08