



## **Position Description**

### **RECREATION SERVICES MANAGER**

#### **DEFINITION**

Performs responsible professional work in developing, coordinating, implementing and supervising various assigned recreation, human services, and leisure time program activities and facility operations and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This position is a journey level, supervisory management position with significant field and administrative responsibilities for planning and delivering program services, responding to emergency situations, and supervising personnel. This position requires working evening and weekend hours and responding to emergency situations. This position is distinguished from the Recreation Supervisor and/or Recreation Services Coordinator level position in that the incumbent has full responsibility for the general activities associated within his/her assigned functional area. This position is classified as Fair Labor Standards Act (FLSA) Exempt.

#### **SUPERVISION RECEIVED**

Receives general direction from the Community Services Director.

#### **SUPERVISION EXERCISED**

Exercises direct and indirect supervision over full-time and part-time recreation/community services personnel, clerical staff, custodial personnel, volunteer workers and temporary and/or contract personnel, as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Recommend and assist in the development of goals and objectives; implement policies and procedures; coordinate, promote, implement and evaluate recreation, leisure time and human services activities as assigned.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in Division budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures in areas of assigned responsibility.

Organize, supervise, and schedule a combination of leisure time and human services activities such as aquatics, youth services, multi-cultural programs, senior citizens, dance, fine arts, special events and athletics on a community wide basis.

Plan, prioritize, assign, select, supervise, review, evaluate, and train full and part-time employees and volunteers involved in recreation and related activities.

Plan, supervise, and evaluate the work of independent and/or general contractors as assigned.

Collect and analyze information; complete and maintain a variety of records and reports. Maintain records for registrations and fees collected.

Direct facility operations including responsibility for the use and maintenance of the facilities.

Coordinate the building maintenance and custodial operations for City facilities with other divisions/departments.

Prepare and coordinate the development and distribution of publicity including news releases, flyers, pamphlets, brochures, utility bill inserts, community newsletters, CATV notices and other available means.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Maintain close contact with school officials and community groups having related responsibilities for program and service implementation.

Plan, implement, schedule, and evaluate special events and activities relating to the program areas to which assigned.

Oversee, coordinate, and implement safe work procedures for assigned work units or program functions.

Prepare and submit grant applications; maintain grant contracts.

### **PERIPHERAL DUTIES**

May participate directly in the instruction of classes, workshops, and training sessions.

Exhibit and practice support for management decisions. Commitment to creating and sustaining a pleasant, cooperative and productive work environment.

Serve as member of various employee committees or other assigned groups; assure inter-departmental coordination and cooperation.

May serve as staff liaison to the Parks and Recreation Commission.

Represent the City in related professional organizations as appropriate. Serve as liaison with other agencies, public entities, and other City departments.

Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of recreation, human services, community services, senior center operations, league scheduling, program administration, facility maintenance and custodial operations; principles and practices of supervision, budgeting, and personnel management; program content for specialized community services and activities; leisure, human services, cultural, senior, and social needs of the San Bruno community; hazards and accepted safety precautions for departmental programs and facilities; customer service principles related to a diverse community; the characteristics involved in programming activities and working with citizens within special and diverse population groups, i.e. senior citizens, teens, disabled.

### **Ability to:**

Plan, direct, organize, schedule, and supervise the work of employees in recreation/community services, and custodial/building maintenance; implement and maintain a computerized system for management of day-to-day activities; prepare and maintain a variety of records, reports and manuals; interpret and apply Federal, State, and local policies, procedures, laws, and regulations; analyze and understand community needs in a variety of recreation and service areas and to recommend a course of action based on those needs; develop, implement, and evaluate programs and services in a multi-cultural environment on an ongoing basis; cognitive of the need for change and/or modification to existing programs; select, train, supervise, evaluate, discipline and remove subordinate staff and volunteers; prepare and distribute publicity concerning new or ongoing program activities; communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive and harmonious working relationships with assigned staff, other department personnel, other City staff, public groups, agencies, school officials, media and others contacted in the course of work.

### **Skill to:**

Operate computers using word processing and spreadsheet software and recreation based registration software; operate a motor vehicle safely.

## **EDUCATION AND EXPERIENCE**

Graduation from a four-year college or university with a degree in recreation, physical education, social work, gerontology, public administration or a closely related field, and

at least three (3) years of experience in the implementation of recreation, human services activities or programs. Master's Degree preferred.

### **SPECIAL REQUIREMENT**

Ability to obtain and maintain a valid California driver's license. First Aid, Red Cross Life Guard Water Safety Instructor/CPR and/or other specialized certificates may be required based on program activities assigned.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing software; calculator, copy and fax machine; phone; mobile or portable radio; automobile or pickup truck.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is variable depending on site location and situation but is usually quiet while in the office, or moderately loud when in the field.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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