



COMMUNITY & RECREATION SERVICES MANAGER

Bargaining Unit: Management Employees

DEFINITION:

Under direction of the Leisure Services Director, plans, directs, coordinates and supervises aspects of Leisure Services programs that may include; revenue generation; special interest classes; facility management and rental; aquatics; youth programs; senior citizens; and special programs as assigned. Duties also include extensive work with other departments, agencies and the community requiring problem solving, creativity, commitment, tact and discretion.

CLASS CHARACTERISITICS:

N/A

EXAMPLES OF DUTIES (*illustrative only*):

- Directly supervises a portion of the Recreation Division of the Leisure Services Department. Coordinates the activities and directs the work of subordinate staff in all program planning and implementation, including the effective use of a wide variety of recreational areas, facilities, and equipment.
- Assists in the development of goals, objectives, and new programs. Ensures compliance with policies, standards, and procedures. Provides staff training.
- Resolves operational and personnel problems. Investigates public complaints and requests related to functions supervised and makes determinations on action to be taken.
- Prepares oral and written reports; develops agendas and staffs various committees; represents the City and the Director at City Council, Commission, and community meetings.
- Prepares recommendations for the Leisure Services Budget related to personnel, equipment and material needs and supplies justification for each area; monitors budget and signs off o some expenditures.
- Evaluates Division staffing arrangements, staffing levels and work assignments and makes recommendations to Department Director; reviews hiring of part time staff.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education achievement equivalent to graduation from an accredited four-year college or university with specialization in recreation administration or a related subject. Considerable, progressively responsible experience (four years +) in supervising a variety of leisure time and social service programs; or any equivalent combination of education and experience that provides the knowledge, abilities and skills listed above.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Principles, practices, methods and materials for municipal recreation projects and activities; considerable knowledge of a wide variety of recreational activities; supervisory principles and methods, including goal setting, budget preparation and administration and employee supervision; safety practices pertaining to the work; applicable state and federal laws and regulations; and work planning, organization and scheduling techniques.

Ability To:

- Plan, organize, assign, direct, review and evaluate comprehensive municipal recreation programs and activities.
- Select, train, motivate and evaluate assigned staff; develop, implement and interpret policies, procedures, goals, objectives and work standards.
- Analyze problems, evaluate alternatives and make creative recommendations.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Represent the City effectively in meetings with others; and maintain accurate records and prepare clear and concise reports and correspondence.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's License and have a satisfactory driving record.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Travel: Positions in this class may require local and statewide travel as necessary.