



Pleasant Valley Recreation and Park District Job Description

Job Title: Recreation Services Manager
Department: Recreation
Reports To: General Manager
FLSA Status: Exempt

Category: Management
Prepared Date: April 2015
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Supervise the delivery of all recreation programs, services and activities for the District. Responsibilities entail accountability based on measurable cost effective results for the substance, efficiency, productivity, and quality of activities performed by the Recreation Department and assigned management, supervisory and support staff. Responsible for department contract administration. Provide written and oral reports to the General Manager and the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs additional duties as assigned.

- Establish and maintain an open and effective system of communication throughout the organization.
- Supervises the administrative functions of the recreation department.
- Oversee department management staff with development of department's preliminary budgets, monitor and administer the final department budgets; recommend program fees and expenditures; monitor and track expenditures.
- Oversee and review department activities, projects, and programs, evaluate work products, methods, and procedures, conduct special projects including capital improvement planning and the development of new recreational facilities.
- Oversee and recommend the implementation of department goals and objectives; establish schedules and methods for providing general recreation, aquatics, senior citizen programs; and sports; implement policies and procedures.
- Plan and direct publicity for recreation programs and special events; represent the department on various boards and committees; oversee scheduling of a variety of District operated facilities; oversee/coordinate the operation of the recreation department with assigned recreation support staff.
- Oversee and monitor work of recreation staff, and individual program instructors; provide information and guidance on budgetary limits and resources.
- Advocate and work closely with citizens and other service providers in a cooperative community response to program needs including but not limited to non-profit organizations, civic groups, and other governmental agencies.
- Oversee/prepare calendar of events, including newsletters, public relations announcements, and other similar communications.
- Evaluate programs and facilities to ensure optimum utilization and service to community. Adapt recreation programs to meet the needs of the District's clientele of all ages and abilities.
- Develop and implement short and long-term Recreation strategies and goals to keep pace with community demands and needs.
- Supervise the use of District recreational facilities and various associated programs.
- Oversee programs and special events, and coordinate with other departments, local agencies, and groups.
- Develop and implement market driven initiatives, which will enhance service delivery.
- Respond to inquiries and suggestions regarding programs and facilities.
- Attend board meetings; prepare and present staff reports and other necessary correspondence.
- Meet with civic organizations and individuals to promote programs and obtain input regarding service delivery and community needs.
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, elected and appointed officials, community groups and the public-at-large.



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- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.
- Hire new employees, train or assign training, address employee complaints, and resolve personnel issues, plan and assign employee responsibilities and schedules.
- May require some Holiday, evening, and/or weekend work assignments.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: common office practices; current recreation trends; principles of supervision, employee motivation, training and performance evaluation.
- Working knowledge of: social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.
- Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- Ability to: assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.
- Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs.
- Knowledge and principles of supervision, employee motivation, training and performance evaluation.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with minimum of four (4) years of progressive experience in recreation, including a minimum five (5) years of comprehensive recreation programming experience at a level equivalent to recreation supervisor, including four (4) years of supervisory and administrative responsibility, or equivalent combination of education and experience. Working knowledge of related social and advocacy programs, services, and activities within the recreation field. May require specialized knowledge within department assigned, including laws/regulations governing recreation programs. Certification as Parks and Recreation Professional is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid Driver's License with a clean California Department Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment.

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 stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



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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 is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.