



## Senior Recreation Manager

Department/Division:	Parks and Recreation
Reports To:	Director of Parks and Recreation
Provides Direction To:	Recreation Manager, Supervisors or Recreation Program Supervisor, Executive Assistant
Bargaining Unit:	Manhattan Beach Mid-Management Employees Association (MBMEA)
Exemption Status:	Exempt
Employment Status:	At-Will
Date Prepared:	March 8, 2019
Date Revised:	N/A

### GENERAL PURPOSE

Provides high level managerial support to the Director of Parks and Recreation with an emphasis on budget management, departmental oversight, overseeing, planning, and directing assigned staff, recreation programs implementation, and evaluation for various divisions, and the development of goals, objectives, policies and priorities for the department with other management staff; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Senior Recreation Manager is distinguished from the Recreation Manager by its responsibility for overseeing, planning and managing multiple division-wide functions and initiatives for the department, its span of supervisory control, and the scope of budgetary management and authority accountability. In addition, the Senior Recreation Manager has a larger role in assessing community needs, department-wide recreational programs, and the evaluation of programs and services.

### ESSENTIAL FUNCTIONS

*The duties listed below 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 class.*

1. Manages varying and complex management functions of the Parks and Recreation department, including oversight of personnel practices, budgeting, contract services, purchasing, and management of several divisions (Recreation Services, Sports and Aquatics Divisions, and others).
2. Directs and supervises activities of full and part-time division management professionals in the administration of the department.

## **ESSENTIAL FUNCTIONS (cont'd)**

3. Prepares or directs preparation of grant proposals; monitors level of success regarding recreational programs throughout the year and makes recommendations as needed.
4. Develops goals, objectives, policies and priorities for the Department in collaboration with other management staff.
5. Prepares and coordinates division budget, including operating and personnel expenditure allocations, and evaluates actual costs for conformance to plans.
6. Leads interdivisional and interdepartmental planning efforts for the development of policies and innovative programs designed to meet community social service and recreational needs.
7. Oversees interdivisional marketing and data management initiatives associated with social service and recreation program delivery.
8. Administers professional service agreements and contracts; ensures collection of required elements and documents such as insurance documents, qualifications, fingerprinting as required by the City.
9. Prepares written reports to the Director, City Manager, City Council and Parks and Recreation Commission for review on an as needed basis; makes presentations to City Council, Commissions, and community organizations.
10. Responds to and resolves issues related to departmental programs and operations.
11. Serves as a department liaison to City Councilmembers, Commissioners, and staff with other departments.
12. Conducts, reviews and approves performance evaluations of department management and supervisory employees.
13. Serves as the Director of Parks and Recreation in the Director's absence.
14. Performs other related duties as requested.

## **QUALIFICATIONS GUIDELINES**

### **Education/Training/Experience:**

Bachelor's degree from an accredited four-year college or university with a major in leisure services, recreation management, physical education, or a related field is required. Seven (7) years of responsible professional recreation and program planning experience is required. At least five (5) years of required work experience must include supervisory experience with both direct program service delivery and grants management.

### **Licenses, Certificates, and Special Requirements:**

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

May work extended hours, evenings, and on weekends to attend meetings, programs and special events.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

### **Knowledge of:**

Theories, principles, and practices of local government recreation and leisure management; information sources and trends; applicable federal, State and local health and safety codes and Americans With Disabilities Act (ADA) public facilities accessibility regulations; sports rules and league scheduling practices; field standards for games and maintenance practices; research methods; modern recreation services practices, including program planning, marketing, budgeting practices and fee schedules; contract administration practices; program evaluation practices; report preparation practices; principles of employee supervision, training, and evaluation; customer service practices.

### **Ability to:**

Plan, organize, assign, review and evaluate the work of regular full-time and part-time staff; establish division policies and procedures and train personnel; organize, plan, develop, and manage a variety of recreational, aquatics, and sports programs; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, community groups, sports officials, the media, facility users, school representatives, and the general public; discuss recreation issues, needs, and expectations; prepare a variety of financial, staff and activity reports and correspondence; operate modern office equipment and computer hardware and use word processing, spreadsheet, graphics, and related recreation software.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is regularly required to sit, stand, walk, talk, and hear; use hands to handle and operate standard office equipment; use fingers to type and grasp; reach with hands and arms above and below shoulder level; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 25 pounds. The employee must be able to physically lift, push, pull, and/or carry materials, and recreational and media equipment used for special events weighing up to 50 pounds.

Sensory demands include the ability to see, talk, and hear.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and understand program data, rules, and requirements; analyze and solve problems; use math and mathematical reasoning; work with constant interruptions and meet deadlines; and interact with City officials, media, citizens groups, sports officials, school representatives, contractors, employees, management, and others encountered in the course of work; occasionally subject to conflicts involving the use of community services.

## **WORK ENVIRONMENT**

The employee works in both office and field settings, and occasional travel is required to different community centers, events, as well as user group and public meeting sites. In field settings, the employee is occasionally exposed to loud noise during sporting and recreational activities and special events and works under variable weather conditions at different sites and events.