



Recreation Manager

Department/Division:	Parks and Recreation
Reports To:	Director of Parks and Recreation and Senior Recreation Manager
Provides Direction To:	Recreation Program Supervisors, Recreation Supervisors/Coordinators, Executive Assistants, Administrative Clerks, or Transportation Services Operators
Bargaining Unit:	Manhattan Beach Mid-Management Employees Association
Exemption Status:	Exempt
Employment Status:	At-Will
Date Prepared:	August 20, 2014
Date Revised:	March 8, 2019

GENERAL PURPOSE

Under administrative direction, plans, implements, and manages the services, activities, events, and special projects of an assigned Recreation Services Division; manages and oversees assigned staff, programs and budgets for a major division of the Parks and Recreation Department; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Recreation Manager is distinguished from the Recreation Supervisor and Recreation Program Supervisor by its broader division-wide planning responsibilities for larger range of programs, its span of supervisory control, and size of budgetary accountability. In addition, the Recreation Manager has a broader knowledge of community needs, recreational programs, and planning and evaluation practices than the Recreation Supervisor, and has more extensive interfaces with commissions and committee representatives.

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. Plans, organizes, and evaluates the work of regular and part-time staff through the work of the parks and recreation supervisory staff assigned to recreation programs and other parks and recreation activities and events.

2. Establishes division goals and objectives, and develops programs in consultation with staff, departmental management and other stakeholders; evaluates service delivery using productivity, quality, revenue, and customer satisfaction standards and program recommendations.

ESSENTIAL FUNCTIONS (continued)

3. Prepares division budget, including operating and personnel expenditure allocations, and evaluates actual costs for conformance to plans.
4. Recruits and recommends the hiring and selection of staff; coordinates, trains, assigns, reviews, and evaluates work; recommends disciplinary actions as needed.
5. Serves as a department liaison and works with program participants, community groups, school officials, other departments, and agencies, regarding programs, activities, and special events.
6. Assists with the development and production of the marketing materials to promote a variety of programs, activities, and events.
7. Evaluates and updates fee schedules and administers rental applications and service contracts for facilities and instructors; administers joint use contracts.
8. Manages and oversees the implementation of various programs, events, and services, including youth, teen, and adult sports programs, after school programs, contract classes, older adult programs, Dial-A-Ride transportation program, cultural arts and aquatics programs.
9. Administers professional service agreements and contracts; ensures insurance documents, qualifications, fingerprinting and other required documents are completed as required by the City.
10. Prepares and reviews staff reports, program summaries, activity records, and financial records in order to advise interested parties regarding major developments.
11. Oversees and assists with maintaining community services facilities; reports and facility and park maintenance issues and recommends changes.
12. Monitors and keeps informed of current trends in the recreation services field, including program development trends and best practices, and potential operational improvements.

QUALIFICATIONS GUIDELINES

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.

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, including supervisory, administrative, and program planning work.

Licenses, Certificates; 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.

Depending upon position assignment, may require certification by the Red Cross as a Lifeguard, CPR certification, First aid certification, and Water Safety Instructor certification.

Depending upon position assignment, may require certification as a Certified Pool Operator, Youth Sports Administrator, or Emergency Management Training (ICS 100, 200, 300) depending upon position assignment.

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.

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 finger, handle, feel or operate standard office equipment; and 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 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.