

CITY OF FOLSOM

RECREATION MANAGER

DEFINITION

Under general direction, manage the activities of the Recreation, Aquatic Center, and Community Center Divisions of the Department of Parks and Recreation; plan, initiate, organize, control, implement, and evaluate division goals, objectives, and policies; work closely with the Director to develop overall priorities and plans and resolve issues; provide leadership and direction to division staff; direct the administration of the respective division; provide highly complex staff assistance to the Parks & Recreation Director; assume management of other division/units when so directed; act as Director in the Director's absence.

SUPERVISION EXERCISED

Exercise direct and indirect supervision over lower level supervisory, professional, technical, and/or clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Manage, direct, and organize recreation activities, including program and event development, scheduling, promotion, implementation, and evaluation.
- Recommend goals and objectives.
- Assist in the development and implementation of policies and procedures.
- Assign work, making hiring decisions, supervise, train, discipline, and evaluate performance of subordinate staff.
- Gather, research, and analyze data for reports and presentations.
- Assist in preparing the recreation budget; implement and oversee the approved budget.
- Provide input to maintenance staff on maintenance levels and work priorities.
- Make park Capital Improvement Project recommendations; review plans.
- Participate in community and local groups, organizations, and committees.
- Manage joint use agreements and contracts.
- Prepare and make oral presentations.
- Prepare written reports and correspondence.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- Principles and practices of leisure and recreation management.
- Pertinent federal, state, and local laws, rules, and regulations.
- Modern office procedures, methods, and computer equipment.
- Principles and practices of policy development and implementation.
- Principles and practices of organizational analysis and management.
- Principles and practices of hazard and safety management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training, discipline, and performance evaluation.
- Common word processing, spreadsheet, and database software.

Ability to:

- Develop and direct and comprehensive recreation services program.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Prepare and administer a budget.
- Supervise, train, discipline, and evaluate subordinates.
- Communicate clearly and concisely orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

A bachelor's degree in leisure studies, recreation management, business administration, or a closely related field from an accredited college or university.

Experience:

Four (4) years of full-time increasingly responsible experience in leisure or recreation programming, including two (2) years of supervisory experience.

License, Certification, Registration Requirement:

Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is generally performed in a typical office environment; occasional work outside in various types of weather. Work may take place at off-site indoor and outdoor locations throughout the City. (1) Mobility: continuous use of keyboard; frequent sitting; occasional walking, standing, bending, stooping. (2) Lifting: occasionally up to 75 pounds. (3) Vision: constant use of overall vision; frequent computer use; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

Must be able to work weekends, evenings, and holidays.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code:

Bargaining Unit: