

CITY OF IRWINDALE

RECREATION MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Recreation Department including city-wide special events, sports, before and after-school programs, teen programs, specialty classes, camps, excursions, aquatics, and related recreation activities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes management responsibility for assigned services and activities of the Recreation Department including city-wide special events, sports, before and after-school programs, teen programs, specialty classes, camps, excursions, aquatics, and related recreation activities.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for department staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Oversees and manages all special events functions and activities; assigns, observes, and participates in special event activities; approves flyers; prepares budget and approves all expenditures.
8. Oversees and manages the aquatics program including maintaining and preparing swimming pool and assuring facility is running properly; ensures all Health and Safety codes are in accordance with Los Angeles County Health Department; oversees and participates in daily care and maintenance when pool is not open; approves flyers; prepares budget and approves all expenses.
9. Oversees and manages teens and tiny tots programs; approves all activities related to programs; arranges bus drivers for scheduled trips; approves flyers; prepares budget and approves all expenses.
10. Oversees and manages youth and adult sports leagues; contracts league officials; purchases necessary equipment; approves flyers; prepares budget and approves all expenses.
11. Oversees all special activities for the Recreation Department; assures all instructors are insured and certified; arrange for payments; approve flyers; prepares budget and approves all expenses.

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Recreation Manager (Continued)

12. Oversees and maintains gymnasium, weight room, cardio room, and facility's kitchen facility; conducts safety inspections; arranges for building repairs and maintenance; repairs or replaces equipment; approves and arranges for payments; prepares budgets.
13. Oversees and approves all field trips; maintains and prepares all buses and vehicles; assures that they are safe and operable.
14. Serves as the liaison for the Recreation Department with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
15. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
16. Provides responsible staff assistance to the City Manager; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to recreation programs, policies, and procedures as appropriate.
17. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of recreation; incorporates new developments as appropriate.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a recreation program.
Recreational, cultural, social, and leisure needs of youth, teen, and adult populations of the community.
Procedures for planning, implementing, and maintaining a variety of recreation activities and programs through community participation.
Principles and practices of program administration.
Common recreational and social needs of various age groups.
Group recreational and social activities.
Techniques and methods of organizing group activities.
Equipment used for recreation activities.
Rules and regulations of sport activities.
Public relations.
Assessing and prioritizing multiple tasks, projects, and demands.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Oversee and participate in the management of a comprehensive recreation services program.
Design, develop, and implement recreation programs suited to the needs of the community.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.

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Recreation Manager (Continued)

Prepare and administer large program budgets.
Elicit community and organizational support for programs.
Understand community needs in a variety of recreation areas and evaluate activities according to those needs.
Identify methods to maximize service effectiveness and efficiency.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Interpret and apply Federal, State, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in recreation, public administration, business administration, or related field.

Experience:

Five years of increasingly responsible recreation program administration experience including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.
Possession of a CPR and First Aid certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 these essential job functions.

Environment: Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings, weekends, and holidays.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date: November 2016

Ralph Andersen & Associates