RECREATION DIRECTOR

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 on the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Recreation Department including recreation, senior services, paratransit and park and facility management services; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over management, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to the following:

Essential Functions:

Assume full management responsibilities for all department services and activities including recreation, senior services, paratransit, park and facilities management and management of the swim center; recommend and administer policies and procedures.

Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Plan, direct and coordinate, through assigned staff, the Recreation Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Evaluate program content and methods used in providing community recreation services; make recommendations for areas of improvement.

Promote and coordinate specific recreation service activities; prepare program event and facility marketing material including news releases, flyers, schedule of events, pamphlets and brochures.

Oversee and coordinate recreation supplies, equipment and inventory; authorize expenditures as necessary.

Essential Functions: (continued)

Schedule usage of recreation facilities for activities including park, picnic areas and tennis facilities; provide information and assistance to users of facilities.

Monitor and inspect recreation facilities; schedule maintenance and secure facilities.

Prepare a variety of professional correspondence and agendas for City Council action; gather and disseminate important information for department staff.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training, work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the department's budget; approve the forecast of funds needs for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustment as appropriate and necessary.

Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Represent the Recreation Department to other departments; elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

Participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and senior services.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Work with the Park and Recreation Commission to resolve citizen concerns and recommend programs to the City Council.

Marginal Functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive recreation program.

Procedures for implementing a variety of recreation and leisure time activities.

Recreation, cultural and social needs of the community.

Principles and practices of program development.

Principles and practices of business letter writing and report preparation.

Knowledge of: (continued)

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct a comprehensive recreation program.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, and recreational needs.

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, programs, and techniques.

Prepare clear and concise administrative reports.

Prepare and administer large and complex recreation budgets and programs.

Interpret and apply applicable 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.

Assimilate information, process logically, and make sound decisions.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience including three years in the delivery of recreation, senior and leisure time services.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation management, business administration, or related field.

PHYSICAL DEMANDS

Sitting:	Frequently to Constantly	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination	-	Eye-hand:	Occasionally to Frequently
		Eye-hand-foot:	Never
		Driving:	Occasionally
Talking	-	Face-to-face:	Occasionally to Frequently
		Verbal contact:	Occasionally to Frequently
		Public:	Occasionally to Frequently
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required

PHYSICAL DEMANDS (continued)

Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Coordinating, Synthesizing, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.