

## **CITY OF EMERYVILLE**

**Created:** April 2003 (as Recreation Director)  
**Retitled:** June 2006

**TITLE:** RECREATION MANAGER  
**FLSA STATUS:** Exempt  
**Job Code:** 1550

### **DEFINITION**

Under general direction of the Community Services Director, plans, organizes, and provides administrative and programmatic direction and oversight of the Recreation Division of the Community Services Department, including youth programs, sports programs, special community events, and the functions and programs associated with the swim center, and related duties as required.

### **CLASS CHARACTERISTICS**

This is one of three divisional management classifications, which receive general direction from the Community Services Director. This position has overall operational responsibility for the Recreation Center division, which includes overall management of staff, financial management and control, statutory reporting and auditing, and maintenance of operation of the facility. Exercises direct supervision over full-time supervisory and lead staff, professional coordinators, and administrative support staff. Indirect supervision to community services program support personnel, assigned across the department to assist with program marketing and implementation. Administrative support and guidance comes from the office of the Community Services Director. This position may serve as Community Services Director. This classification is distinguished from Community Services Director in that the latter has broad citywide responsibility for community services programming. **This position is at-will, and serves at the pleasure of Appointing Authority.**

### **EXAMPLE OF DUTIES (Illustrative Only):**

Provides managerial and operational oversight of all center programs, ensuring age-appropriateness, applicability to community needs and resources, and consistent with the departmental objectives for delivery comprehensive programming for a Center of Community Life.

Recruit, select, and train personnel, ensures annual evaluation of division staff, counsel personnel to correct deficiencies and implement disciplinary procedures as may be necessary.

Interacts with Emeryville School District in planning for youth programs that will foster human development, health and wellness, cultural unity, safety and security and community identity, as well as the operation and maintenance of the swim center. Serves as liaison to the Emeryville Unified School District regarding issues, such as recreational and other youth-related issues.

Develop public relations materials and develop alliances with media for the marketing of programs and promotion of the benefits of recreation programs to the participants and the community.

Responsible for the development and administration of Center registration process, the development of fee structures and ensuring compliance with applicable City guidelines and applicable licensing requirements for community service program centers.

In collaboration with the Community Services management staff, research trends and demographics to assess community needs, program changes and delivery approaches for the future.

Continuously monitor and evaluate the efficiency and effectiveness of programs and services delivery methods, based on outcomes. Assess work loads, administrative support system needs, and internal working relationships to identify opportunities for improvement. Review improvements with the Director and implement changes.

Provide advisory support and act as liaison to other Departments, citizen committees, community agencies and schools to facilitate the delivery of recreation programs and services.

Participate in the development, implementation, and monitoring of program budgets, and prudently allocate resources to accomplish program goals.

Maintain a customer service philosophy and respond to citizen inquiries and resolve difficult or controversial issues. Train other personnel in customer service.

Prepare and present verbal and written reports to Commissions, governmental agencies and community groups.

Represents the City with various outside agencies and community groups.

### **QUALIFICATIONS:**

#### **Knowledge and Skills**

Knowledge of current theories, principles and practices common to the field of recreation administration; budgeting and personnel management as practiced in the public sector; principles of management, employee motivation and team building; skills in resource development to garner grants, donations, sponsorships and in-kind services for programs; ability to “multitask” to handle competing priorities and demands; ability to facilitate employee and community groups to work effectively and collaboratively; technological literacy in computer applications for park and recreation service delivery; skills in monitoring program results and demonstrating outcomes both qualitatively and quantitatively; political acumen and community relations ability

to build partnerships and advocacy for the Department; leadership skills to establish a vision for the future. Communicate and motivate others to embrace that vision; principles and practices applying to contract development and administration; research and survey techniques including data collection methodologies and statistics; familiarity with federal, state and local laws, codes and regulations that are pertinent to the management and operation of recreation programs and facilities; verbal and written communication skills to develop reports, grants, evaluations and other material as appropriate

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that will likely produce the knowledge, skills and abilities required for the positions is qualifying. A typical way of qualifying is:

**Education:** Bachelor's degree in recreation, education or a related field.

**Experience:** Minimum of five (5) years progressively responsible experience in the field of recreation and community services programming, with at least three (3) years at a supervisory and administrative level.

### **Licenses**

Valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

### **Working Conditions**

Some work on weekends and evenings