

## CITY OF LINCOLN RECREATION PROGRAM MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general direction, manages, directs and coordinates the activities of the City's recreation operations, including the planning, development, promotion and evaluation of recreational programs, activities and facilities; ensures safe work practices and service quality; serves as a technical resource for assigned staff; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Recreation Program Manager** is the management level class responsible for the overall operation of the City's recreation related functions, such as the youth day camp, special events, special classes, facility rentals and youth, teen, senior, sports and aquatics programs. This classification is distinguished from the next higher classification of Director in that the latter has overall responsibility for the Community Development Department.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director or his/her designee. Exercises direct and indirect management over assigned staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Administers the day-to-day activities of the City's recreation operations; develops, plans and evaluates recreational programs, activities and facilities; coordinates activities with other divisions, departments and outside agencies or organizations; assists in establishing department goals, objectives, policies and procedures; provides highly complex staff assistance to the Director of Community Development, the Recreation Committee and the City Council.
- Studies the recreation needs of the community; plans, develops and organizes recreation programs and activities to offer a well-rounded recreation program to the public; conducts organizational and operational service delivery studies; makes recommendations to address and resolve identified service delivery issues.
- Performs professional analytical and technical duties necessary to bridge line staff responsibilities with the Recreation division's goals and vision.
- Oversees and/or participates in the development, implementation and maintenance of goals, objectives, policies and procedures for assigned areas of responsibility; ensures that goals are achieved; evaluates the effectiveness of current and new programs, activities and facilities.
- Provides administrative and technical direction to staff; ensures appropriate training for assigned staff in all areas of work; identifies training opportunities and needs; participates in the selection,

## RECREATION PROGRAM MANAGER

Page 2

motivation and evaluation of assigned staff; monitors work activities to ensure safe work practices, work quality and accuracy.

- Oversees and participates in the development of the budget for assigned responsibilities; monitors and approves expenditures; advises appropriate program personnel on budget matters; makes adjustments to the budget as necessary; prepares grant applications, contracts, agreements and written reports; oversees the collection and reporting of funds; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; prepares, coordinates, and analyzes reports and presentations on recreation issues for City Council, community groups, boards, committees and commissions; pursues federal and state grant funds; ensures compliance with grant funds.
- Responds to questions and concerns from the public, City staff, City Council, City Commissions and other agencies; provides information as appropriate and resolves issues and complaints; provides for regular communication between various program staff; represents the department with other City departments, other agencies, civic groups and the public; maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents and acute hearing is required when providing phone and personal service. The nature of the work may require the incumbent to work outdoors, lift equipment and materials weighing up to 25 pounds.

### **QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

#### **Education and/or Experience:**

Possess the equivalent of five years of responsible recreation administration experience, with at least 2 years supervisory or management responsibility, in the delivery of recreation programs, activities and facility and project management, and a bachelor's degree with major course work in recreation, sociology, public administration or related field.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles, philosophies and practices of recreation administration; practices, methods, equipment and materials used in the design and delivery of recreation and leisure programs; program design and content development for specialized community activities; grant writing and administration; policies and procedures related to purchasing; principles and practices of facility management, scheduling and maintenance; techniques for evaluating community service needs; methods and techniques of management, training and motivation for assigned staff; basic principles of mathematics; applicable federal, state and local laws, codes and regulations related to youth, sports and senior program activities; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Skill to:**

Operate a personal computer and a variety of word processing and software applications, and safely and effectively operate tools and equipment used in the provision of recreational services.

**Ability to:**

Plan, organize and direct the operation of assigned recreation facilities and program activities; manage and oversee the development and delivery of recreation and leisure activities and programs; design, develop and implement recreation programs and facilities suited to meet the long range needs of the community; schedule the use of and maintain assigned facilities; develop, modify and implement standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; develop and administer a budget related to facility and program operation; coordinate, develop and conduct training programs for assigned staff; establish division and/or department goals, objectives and methods for evaluating achievement and performance levels; negotiate and oversee contracts for services; assure compliance with safe work practices and principles; attend evening and weekend meetings and events as required; participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels; interpret, explain and apply applicable laws, codes and regulations; perform mathematical calculations quickly and accurately; plan, organize, train, evaluate and direct the work of assigned staff; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, and develop and implement appropriate responses; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Salary Range:** Refer to Mid-Management/Confidential Salary Schedule

**FLSA:** Exempt

**Employee Group:** Mid-Management/Confidential