

## **CITY OF BELMONT 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.*

### **DEFINITION**

To direct, manage, supervise and oversee all City recreation services, activities and operations within the Parks and Recreation Department including youth, teen and adult services, league sports, enrichment classes, special events, senior and day care services. Coordinates assigned activities with other divisions and departments, outside agencies and the general public. Provides highly responsible and complex staff support to the Parks and Recreation Director.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Parks and Recreation Director. Exercises direct supervision over Recreation Division staff including recreation supervisors, clerical, casual/seasonal and contract staff.

**ESSENTIAL FUNCTION S STATEMENTS** - *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Direct, manage and supervise the organization, staffing and operational activities for recreation services and programs including youth, teen and adult services, league sports, enrichment classes, special events and teen, senior and day care services in the Recreation Division.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff and implement improvements.
4. Plan, direct, coordinate and review the work plan for assigned recreation services and activities and division staff; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Plan, manage and coordinate various community special events; manage or delegate to recreation staff procurement of entertainment, food and supplies needed for events.
6. Manage the use and oversee the maintenance of recreation facilities for various meetings, celebrations, classes and special events.

7. Assist in the coordination of grant applications and capital improvement projects related to recreation services.
8. Select, train, motivate and evaluate assigned recreation staff, provide or coordinate staff training; work with employees to correct deficiencies, implement discipline and termination procedures.
9. Manage and participate in the development and administration of the assigned Recreation Division budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments to budget as necessary.
10. Provide highly responsible and complex staff support to the Parks and Recreation Director; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
11. Coordinate recreation services and activities with those of other divisions, departments, the general public and outside agencies and organizations.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and leisure.

## **QUALIFICATIONS**

### Knowledge of:

- Operational characteristics, services and activities of a comprehensive recreation program. Methods and techniques of recreation program planning,
- Methods and techniques of evaluating recreational program needs and effectiveness.
- Methods and techniques of managing and coordinating facilities maintenance.
- Principles of program budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Modern office procedures, methods and equipment.
- Modern computers and work related software applications including e-mail, word processing, spreadsheet, online recreation registration and other recreation based programs.
- Pertinent federal, state and local laws, codes and regulations.

### Ability to:

- Plan, direct, supervise and coordinate the work of recreation staff. Select, supervise, train and evaluate staff.
- Interpret and explain City recreation program policies and procedures. Develop, implement and manage all recreation programs, services and activities for the City. Plan, manage and coordinate community special events.

- Manage, coordinate and schedule facilities for meetings, celebrations and special events. Manage and oversee the maintenance of recreation facilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Operate modern office equipment.
- Demonstrate basic proficiency of modern computers and work related software applications including e-mail, word processing, spreadsheet, online recreation registration and other recreation based programs.

### **EXPERIENCE AND TRAINING GUIDELINES**

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

#### **Experience**

Four (4) years of responsible recreation experience including two (2) years of administrative and/or lead supervisory experience.

#### **Training**

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

#### **License and/or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office and occasional field environment; may travel from site to site, exposure to computer screens and inclement weather conditions.

#### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying; may operate motorized vehicles to attend special events; near visual acuity for using a computer and other modern office equipment.

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