

CITY OF MILPITAS
Effective: February 6, 2011
Revised: August 2014
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical: 6

RECREATION SERVICES MANAGER
Exempt Management

DEFINITION

Under general direction, the Recreation Services Manager is a management and leadership position which provides oversight to the Recreation Division programs including the senior, sports, and community centers. The position requires knowledge of a wide variety of recreation activities which includes programs such as Aquatics, adults sports, youth and teens, cultural arts, theatre, preschool, , nutrition center, marketing and special events; supervise and train staff; may be assigned to work nights, weekends, and at various sites. This position reports directly to the City Manager or designee.

SUPERVISION EXERCISED

Exercise direct supervision over supervisory, para-professional, and support staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

- Assume management responsibility for services and activities of the Recreation Services Division.
- Develop and implement program goals and policies, staffing levels, and administer policies and procedures in accordance with the City's policies and procedures.
- Assess community recreational interests in order to design and implement appropriate programs and assess facility needs to accommodate program for and secure grant-funding for recreation programs.
- Prepare and negotiate contracts with service providers.
- Develop marketing and advertising strategies to optimize community involvement.
- Perform specialized and complex assignments in developing community-based programs; and special events.
- Prepare and monitor programmatic budgets and expenditures.
- Provide reports and updates to the Director as required.
- Plan, organize, direct, supervise, train, and evaluate the work of the assigned staff.
- Assist in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.
- Make presentations at City Council, the Commission and public meetings as required; represent the City on a variety of committees internal and external.
- Keep abreast of laws and standards in recreation related service areas and maintain current knowledge in performance of job while employed at the City.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Philosophies, techniques, trends, and principles of urban recreation management.
- Principles of organization, administration, and budget management.
- Principles and practices of management, supervision, training, and performance evaluation.
- Principles of marketing, advertising, and public relations.

Ability to:

- Plan the work of professional and para-professional staff.
- Prepare, analyze, and make recommendations pertaining to programs.
- Analyze and compile programmatic statistical data.
- Provide professional leadership and direction.
- Apply budgeting principles.
- Manage, direct, train, coordinate and evaluate the work of staff.
- Recommend and implement goals and objectives for efficiencies.
- Prepare clear and concise reports.
- Research, analyze, and evaluate service delivery methods and techniques.
- Interpret and apply policies, procedures, laws, and regulations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Prepare and present clear and well-organized written and oral reports to City Council, City administration, and others as required.
- Develop and implement administrative and departmental policies, procedures, and rules.
- Exercise sound, independent judgment within general policy guidelines.

Skill to: Effectively use automated information systems, including use of a personal computer and office software applications.

EXPERIENCE AND EDUCATION

Education: Bachelor of Science degree from an accredited college or university with major course work in recreation or related field.

Experience: Five (5) years of increasingly responsible recreation program experience including three (3) years of supervisory experience.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; able to travel to various locations; maintain a valid California Driver’s License and a good driving record throughout employment.

City Manager

Date

Human Resources Director

Date