

CITY OF MILPITAS  
Effective February 6, 2001  
EEOC: Professional  
FLSA: Exempt  
Unit: Exempt  
Physical 6

RECREATION SERVICES MANAGER  
Exempt Management

DEFINITION

Under general direction, the Recreation Services Manager 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, childcare center, nutrition center, marketing and special events; supervise and train staff; may be assigned to work nights, weekends, and at various sites.

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 needs;

Apply 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;

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.

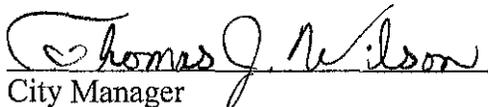
Skill to: Effectively use automated information systems, including use of a personal computer and office software applications.

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.

### EXPERIENCE AND EDUCATION

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:* Education/Certifications: 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 two (2) years of supervisory experience.

  
City Manager

2-16-01  
Date