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City of Alameda  
Code No. 5118  
Approved by CSB  
October 6, 2004

## RECREATION MANAGER

### DEFINITION

Under general direction, manages and participates in the coordination, administration and operation of assigned comprehensive specialized community and recreation programs and services; performs other related work as required.

### DISTINGUISHING FEATURES

Work in this class is characterized by direct responsibility for execution and/or operation of assigned community and recreation functions; it is distinguished from that of lower classes by a broader scope of responsibility, performance of highly complex and/or specialized assignments involving a higher level of supervisory, managerial and administrative responsibility. An incumbent is expected to function as an expert in assigned specialty area/s. Work will vary according to duty assignments.

### EXAMPLES OF DUTIES

1. Manages and administers policies and procedures for comprehensive recreation and/or community program/s such as recreation services (youth & teens, sports & aquatics, community special events, etc.), senior citizen services (human services, senior recreation programs, senior fundraising activities, volunteer programs, etc.), and cultural arts programs (public art, art classes, art in education programs, etc.)
2. Oversees and coordinates delivery of services; supervises professional, technical, clerical and volunteer staff including scheduling of program operations, activities and projects.
3. Serves as a member of the Recreation management team, developing and implementing departmental goals, objectives, policies, and priorities.
4. Evaluates programs, operations and activities; recommends improvements and modifications.
5. Assesses community recreation needs in a diverse community; develops and implements services and activities in response.
6. Plans, coordinates, implements, and evaluates special events and activities.
7. Develops and coordinates the preparation and distribution of promotional and specialized work materials.
8. Coordinates and directs assigned facilities and equipment operations, maintenance and use.
9. Administers and grants contracts for specialized services.
10. Coordinates activities and confers with other departments and divisions, school officials, community representatives, and various agencies.
11. Answers questions and provides information; investigates and resolves complaints.
12. Prepares and may present various reports and recommendations.
13. Attends and represents the Recreation and Park Department at professional and community meetings.
14. Assists in budget preparation and administration.
15. Supervises, trains and evaluates assigned staff; hires, trains and orients new employees.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major coursework in recreation, public administration or related field, particularly as applies to area/s of specialization.

Experience: Four years of responsible professional experience in managing and supervising recreation, human

services or related fields. At least one year of experience in related specialty area/s is preferred.

Knowledge

Knowledge of the organization, objectives, services, principles and practices of recreation and community programs; modern park and recreation facilities and equipment operation and maintenance; federal, state and local laws and regulations related to assigned recreation services; program content for specialized recreation and community services and activities.

Ability

Ability to effectively plan, organize, supervise and coordinate activities of assigned comprehensive recreation and community programs; identify and analyze community needs and promote interest in recreation services; develop and implement recreation programs and services which meet community needs; interpret and apply applicable federal, state and local laws and regulations; interpret, apply and explain established policies and procedures; establish and maintain accurate records; plan administer and evaluate work programs and schedules; interpret and analyze information; clearly define problems and develop solutions; draw valid conclusions and project consequences of decisions and recommendations; prepare reports; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively, establish and maintain effective working relationships with employees, volunteers, school officials, community groups, outside agency representatives and the general public; assist in budget development and administration; supervise, train and evaluate assigned staff.

Other Requirements

Membership in and certification through the California Park and Recreation Society is desirable.

First Aid, Red Cross, Water Safety or other specialized certifications may be required, depending on assignment.

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.