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City of Alameda  
Code No. 5103  
Approved by C.S.B.  
January 3, 2001

**RECREATION SERVICES MANAGER**

**DEFINITION**

Under general direction, is responsible for the overall coordination, administration, and management of all recreation programs and activities. Performs other related work as required.

**EXAMPLES OF DUTIES**

1. Plans, organizes and manages a comprehensive recreational program and related activities, including special events, special interest classes, park and playground programs, summer day camps, disabled, aquatic, and cultural programs for all segments of the community.
2. Directs and controls operations and maintenance programs at recreational areas and facilities.
3. Plans, organizes, leads, and controls the work of professional and support staff.
4. Assesses community needs and develops and adjusts programs and activities accordingly; plans for efficient use of labor, facilities, equipment and materials.
5. Researches administrative issues and policies; prepares analytical studies and reports.
6. Assists in providing staff support to the Recreation Commission and other assigned boards and commissions.
7. Confers with other departments, divisions, public officials, citizens, and public and community-based organizations regarding recreation issues; makes presentations on recreation projects, programs and activities.
8. Receives and investigates complaints from citizens, public officials, and civic organizations, and recommends appropriate action.
9. Represents the City with various outside agencies and community groups.
10. Serves as liaison to the Alameda Unified School District regarding issues, such as recreational and other youth-related issues and the operation and maintenance of swim centers in accordance with joint use agreement.
11. Assists in planning and developing recreation and park capital improvement projects.
12. Functions as Acting Department Head as required.
13. Develops and administers budgets for recreation operations and maintenance programs and related capital projects; develops grant applications for capital projects and various recreation programs.
14. Supervises, trains and evaluates assigned staff; oversees the hiring, training and orientation of new employees.

**EMPLOYMENT STANDARDS**

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 course work in recreation management, public or business administration or a related field.

Experience: Four years of progressively responsible community recreation program management experience, at least two of which shall have been in a supervisory capacity.

Knowledge

Knowledge of the philosophy, objectives, trends, techniques and principles of recreation services administration; modern recreational facilities management principles and practices; state, federal and local laws and regulations related to recreation services management.

**EMPLOYMENT STANDARDS** (continuation)

Ability

Ability to effectively plan and manage a comprehensive recreation program and related activities; coordinate, administer and manage recreation programs and activities; direct and control recreational facilities operations and maintenance programs; interpret and apply state, federal and local laws and regulations related to recreation management; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; develop and administer assigned budgets; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.

Other Requirements

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

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

r: 9/8/00

JK/ps: Human Resources Department

4/23/13

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