

## **PARKS AND RECREATION MANAGER**

### **Definition:**

Under general direction plans, organizes, manages, evaluates and participates in the activities of one or more assigned division(s) in the Parks and Recreation Department; presents and promotes a variety of recreation, cultural and other events and programs to the public, commissions and community groups and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, manages, organizes and participates in the activities of an assigned division to include managing and monitoring programs and functions and overseeing assigned facility operations/maintenance.

Manages the selection, training, supervision and evaluation of assigned staff.

Gathers and analyzes data to determine community needs and develops programs, classes and events to meet same.

Develops and manages the organization and implementation of programs and special events to include managing program registration and facility use; coordinates programs and special events with other City departments.

Researches, prepares, monitors and administers a division or the department budget to include revenues, transfers and expenditures; recommends and evaluates capital, personnel and operating budget outlays.

Develops program/division goals; develops and implements objectives, policies and priorities for assigned areas and evaluates work plans and program performance.

Plans, develops and implements marketing and fundraising plans.

Solicits businesses and service organizations for volunteer assistance and financial aid.

Negotiates, evaluates and implements contracts related to Parks and Recreation functions/services as assigned including commercial and nonprofit leases on park property.

Negotiates with, and represents the department to, housing developers related to park needs and facilities.

Attends a wide variety of meetings and events during, prior and after regular business hours and on weekends and holidays; interacts with a variety of community based groups; chairs/serves as advisor to boards, committees and volunteer organizations and makes oral presentations.

Identifies funding sources and prepares financial grant requests.

Researches, compiles, organizes and interprets a wide variety of data.

Makes oral and written presentations.

Meets with staff to identify and resolve problems and may investigate complaints.

Assists with the management of related capital improvement programs (CIP).

Operates a personal computer and uses applicable software to produce a variety of reports, correspondence, proposals and other material.

Drives a vehicle on City business.

**Other Duties and Responsibilities Include:**

Performs other projects/tasks as assigned.

Organizes and prepares publicity materials, including news articles.

Lifts and carries equipment, supplies and other items weighing 30 pounds or less.

**Class Characteristics:**

Recreation Manager is a multi-incumbent division manager position in the Parks and Recreation Department. An incumbent has broad responsibility for the safe, efficient and cost-effective administration of the activities in the assigned division(s) and department assigned activities.

**Contacts and Relationships:**

A Recreation Manager establishes and maintains contact with staff in the Parks and Recreation Department and staff in other City departments. Substantial contact will occur with vendors and contractors delivering services and with various public agencies, commissions, boards and private associations. Substantial contact will occur with the public requiring professional decorum and composure.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

**Knowledge of:**

Principles, practices and methods used in contemporary park and recreation programs and planning and the management of community facilities.

Municipal government organization and administration and basic principles, practices and methods used in municipal department administration.

Goal setting methods and the design of workload and performance indicators.

Effective supervisory and management techniques.

Development, organization, implementation, evaluation, management and methods of delivery of cultural and/or recreation programs and objectives.

Contract and grant administration.

Applicable federal, state and local laws and regulations related to area of responsibility.

Coordination techniques as applied to parks and recreation programs.

Methods of making effective oral and written presentations.

Facilities management.

Accounting and billing procedures.

Methods and procedures of budgeting, research and analysis.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Revenue development, marketing principles and fundraising methods.

Computer applications related to area assigned.

**AND**

**Ability to:**

Initiate and carry out required procedural assignments and use independent judgement and initiative.

Adhere to multiple deadlines and handle multiple projects.

Interpret and apply applicable laws and department/City rules and regulations.

Select, train, supervise and evaluate the work of division staff and contract personnel.

Plan, organize, manage, inspect and evaluate project/work activities; develop and implement citywide programs.

Negotiate with vendors and administer service contracts.

Develop, implement and monitor a division or departmental budget including making budget recommendations concerning personnel, materials and capital outlays.

Analyze data, revenues and expenditures and evaluate program effectiveness.

Interact effectively with a wide variety of representatives, special interest groups, commissions and professional organizations.

Conduct research, analyze problems, recommend effective solutions and prepare reports and recommendations.

Manage and direct public facilities and/or related programs.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Communicate effectively orally and in writing.

Plan and develop recreation programs.

Establish and maintain effective relationships with those contacted in the course of work.

Interact effectively with others in the workplace.

Meet and serve the public with professionalism, courtesy and tact

Handle job stress and maintain composure in public settings.

Operate a personal computer and use applicable software.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

A bachelor's degree from an accredited college or university with a major in, or supplemented by course work in, business administration, public administration, recreation or a related area.

**AND**

**Experience:**

Four years of progressively responsible experience in the management of a public or private recreational or cultural facility to include two years in a supervisory capacity, one

year of recreation or cultural program development and some experience in budget management/revenue development.

**Special Requirements Include:**

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs including evenings, weekends and holidays.

The City of Fullerton's Conflict of Interest Code requires that a Recreation Manager file financial disclosure statements in accordance with state and local laws.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

**Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:**

A graduate degree or some completed graduate level coursework in management, business administration, public administration or a related field from an accredited college or university.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and on-site. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands and walks and may reach, bend, kneel, grasp, lift and carry, push, pull and drag boxes of supplies and equipment weighing 30 pounds or less. When on-site an incumbent may be exposed to the elements, walk and stand on slippery and uneven surfaces, climb steps and inclines, crouch and twist. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt.

Established October 2015