



Job Description
Job Code: 400
Range: 29

Recreation Manager

DEFINITION: Under executive direction from the Community Services General Manager, performs a variety of highly complex professional, technical and executive administrative work in planning, developing, and implementing a year round city-wide and large Community Center services program and all city-wide Parks & Recreation/Aquatics Center facility operations. Includes all special-event program service operations along with all community-wide recreation programming and administration of a regional style parks and recreation system. Incumbent shall exercise considerable initiative and independent judgment in the day-to-day management, administration and supervision of a large city operation involving areas of a regional cultural/recreation services, two aquatics center operations and a large 53,000 square foot multigenerational Recreation Center. This position will process all budget formulation and administration for the Recreation Department along with all Community Recreation Center operations. Performs other related duties as assigned.

CLASSIFICATION: This is an exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Leads departmental operations to achieve goals within available resources; supervises large-scale recreation, sports and aquatics operations of the City providing personnel management to approximately 11 full time personnel and 70 part-time personnel in achieving all goals and priorities within the department as assigned. Provides and directs policy and procedure implementation, hiring and termination decisions, morale, and training; manages projects by planning, designing, writing specifications, scheduling, control contract requirements, inter-governmental agreement documents, grant and in-kind documents, presenting to the City Council, Parks & Recreation Commission, Youth Commission, along with writing and overseeing all contract operations from beginning to end.

Coordinates and conducts commission meetings for both the Parks & Recreation Commission and the Mayor's Cottonwood Youth Commission. Writes and prepares and presents all agenda, new business and old business programming for major commission operations for the City.

Manages the planning, development, implementation, evaluation, and promotion of comprehensive recreational programs and services; researches and develops new programs, operating policies and procedures, and revenue sources for the Cottonwood Recreation Center, leisure, recreational, cultural and sports programming activities.

Supervises all indoor and outdoor cultural/recreation operations, aquatics center and sports programs. Provides staff workshops to maintain operational standards; conducts regular staff meetings and training to disseminate information and to review and revise department procedures. Conducts training of staff in all aquatics operations and safety and ensures that all staff certifications are maintained. Ensures high level of program standards are upheld and followed. Schedules all recreational facilities and requests from public, intra-departmental and Mayoral/Council requests. Schedules all recreation center and outdoor activities and private rentals to ensure optimum facility usage and cost recovery policies.

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Develops and schedules facility/aquatic center programming for facilities to include classes, swim meets, tournaments, swim lessons, lap swimming groups, swim clubs, special events, camp programs, after-school programming, family events, senior event programs, and other recreation/facility/sport programs as assigned. Coordinates programs and activities with schools, community groups, and other agencies to maximize services and create partnerships for facility use. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative systems, support systems, and internal reporting relationships. Schedules, supervises and evaluates the work of subordinate clerical, administrative, buildings maintenance, custodial and recreation personnel and programs, monitors rental charges and facility maintenance, assists with organization and operation of special events at community centers and community wide programming.

Develops, prepares, defends, and administers annual budget for both the Recreation Center operation of \$1.38 million annually as well as the Parks & Recreation/Aquatics Operations of \$530,000 annually; implements necessary safeguards; assures compliance with City requirements and fiscal processes; maintains financial records, including revenue and fees generated by programs, program operational costs, facility revenue and event schedules, budget projections and analyses. Negotiates and monitors vendor and concession contracts and operations. Develops and monitors private and corporate sponsorships, funds, donations and endowments where necessary. Provides input and recommendations for future city bond election opportunities for facility expansion/improvements; develops funding proposals and negotiates agreements for facilities, equipment and services; submits purchase orders; checks needed forms/requisitions; writes, researches, and analyzes survey information for proper documentation to defend budget request; implements telephonic and/or written contact with attorneys; prepares ordinances for City Council approval.

Writes, researches, and analyzes information and data to support position with executive management; prepares policies, ordinance amendments, contracts, grants and procedural standards for Community Services General Manger, City Manager, Parks and Recreation Commission; and City Council; obtains approval; plans and directs program from inception to completion; plans and directs from inception to event completion; provides budget, contracts volunteers; assigns tasks; schedules, markets, and advertises events; promotes and obtains donations of equipment and obtains co-sponsorships of programming where necessary.

Meets and coordinates with special interest and service groups, businesses, and other community organizations. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; conducts program operations surveying and educating of the community on leisure service needs and programming.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Supervises implementation and enforcement of risk management and safety policies, regulations and procedures; monitors accident, incident and emergency situation reports.

Works directly with School Superintendents, Hospital Administrators/Directors, Public Officials from various communities involving recreation opportunities and programs, and coordinates operations with a variety of community leaders and authorities throughout the Verde Valley region.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERSITICS:

- Knowledge of organizational and management principles and practices as such apply to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of the principles, procedures, methods and practices for planning, implementing and maintaining a variety of recreational programs through community participation.
- Knowledge of principles and practices of large department budget formulation, development and administration.

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- Knowledge of principles and practices of marketing and advertising for a large recreation program and Multi-Generational Recreation Center venue.
- Knowledge of the principles and practices of directing a large department operation along with supervision and management of multi-program operations.
- Considerable knowledge of planning, organizing, and implementing aquatics programs, operations and pool mechanics.
- Knowledge of the methods and practices of facility management of large comprehensive indoor recreation centers, inclusive of aquatics, fitness, banquet, room rentals, and other fee based program emphasis areas.
- Knowledge of methods, practices and trends of community based recreation programming administration.
- Familiarity with City policies and procedures, community demographics and recreational issues.
- Knowledge of sports field development and maintenance.
- Skill in developing and maintaining sports fields.
- Skill in developing and maintaining effective interpersonal relations.
- Skill in providing a vision for subordinate staff to attain.
- Skill in interacting with the general public in a positive and educational manner.
- Skill in interacting with community members at various stages in their lives.

PHYSICAL REQUIREMENTS: This classification involves work developing and implementing new recreational programs. The planning and implementation can be done in a normal office setting.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in leisure studies, parks and recreation, or a related field, and seven (7) years' experience in parks and recreation programming including five (5) years in a lead or supervisory role.