



Job Title	Recreation and Administration Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	6	Job Code	19655

Class Specification - Recreation and Administration Manager

Summary Statement:	
<p>The purpose of this position is to directly manage the operations, budgets, and staff of the administration division and the recreation services division within the Parks, Recreation and Culture Services Department. This is accomplished by directing management of a significant budget; managing complex and diverse non-City funding sources; preparation of budget documents in accordance with City policy and procedures; directing supervision over full-time staff and hourly staff. Other duties include conducting special projects as assigned by the Parks, Recreation and Cultural Services Director; such assignments may require significant researching, analyzing of data, and summarizing of information through either written reports and/or presentations.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Manages and oversees multiple organizations and individuals, both onsite and offsite, that have diverse goals and operational models by attending manager-level meetings as well as conducting multiple staff and advisory meetings; resolving questions and concerns from both internal and external sources; developing and presenting items for Parks Board and City Council; working with staff in the development and implementation of special events and information sessions; and serving as primary contact for security and stormwater.
20%	Manages and oversees human resources functions by applying policy and implementing procedures associated with hiring, compensation, training, discipline, and termination of staff; conducting performance evaluations for all direct reports; and coordinating and developing training materials for the department.
15%	Cultivates and supports mutually beneficial partnerships and collaboration with public and private entities by researching, analyzing, and developing alternative models of operation incorporating the potential partner organizations; and serving as a liaison between the City and the partner organizations.



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10%	Manages and oversees financial functions in the development of division and department budgets; monitors funds associated with external funding streams including grants and designated tax revenues; and monitors budgets and forecasts needs throughout the year.
10%	Determines operational priorities, division goals, and philosophical approaches by establishing policies and procedures for staff operations and communicating them to the appropriate staff members for implementation.
5%	Advances the department's level of community involvement by developing and implementing volunteer programs including development of recruitment strategies, marketing materials, and policies and procedures associated with volunteer management.

Competencies Required:	
Human Collaboration Skills:	Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math:	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Advanced Skills and Knowledge:	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in parks administration, public administration, business administration, or a related field.

Experience: Five years of full-time responsible parks development program experience including two years of administrative and supervisory responsibility.

Certifications and Licenses:

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, vehicle and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and WinPak Security database.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: August 2014