

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**RECREATION MANAGER**

Civil Service Status:	Open/Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by Civil Service Commission:	01/28/2016
Classification Series:	Parks and Recreation	Approved by City Council:	02/02/2016
FLSA Status:	Exempt	Resolution No.:	2016-04

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction of the Director of Parks and Recreation, this management position manages, directs, supervises, and coordinates various recreation programs and special events for the Community; plans, directs, and supervises the work of full and part-time staff; manages the Department Budget; provides staff support to the various City Commissions and Committees; facilitate use of all City athletic resources to community sports organizations, and the general public; serve as a member of the department management team and provide highly responsible and complex administrative support to the Director of Parks and Recreation; assist the director in overall management of the department; and performs other related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Supervise operations of all City parks and recreation facilities;
- Provide staff support and may serve as Staff Liaison to Parks and Recreation Commission and Youth Commission;
- Provide administrative assistance to the Director of Parks and Recreation, City Manager and City Council. Prepare a variety of complex analytical and statistical reports and presentations as directed;
- Coordinate department activities with community sports organizations, non-profit organizations, partnering organizations, and other City departments; facilitate use of all City athletic resources;
- Respond to and resolve sensitive and difficult public inquiries and complaints;
- Develop, negotiate, and supervise department's maintenance and professional services contracts; monitor contracts for compliance;
- Supervise, promote, implement, and evaluate various recreational programs for children and adults;
- Assists in developing, preparing, and administering the department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling expenditures;
- Assists with grants, including but not limited to seeking grants, preparing grant applications and completing the grant process.
- Participate in the negotiation, development, and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities;
- Participate in the development and implementation of department work programs;

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- Develop and implement department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed;
- Oversee Recreation Department customer relations;
- Work closely with outside organizations regarding joint-use and capital improvement of facilities;
- Maintain close contact with various community groups regarding program offerings and coordination of services;
- Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.;
- Review manuals, reports, flyers, press releases, etc., produced by subordinate staff;
- Prepare and maintain records and evaluation reports on new and on-going program offerings;
- Supervise, evaluate, train and discipline full-time, part-time, and volunteer and contract staff; approve time sheets;
- Act on behalf of the Director of Parks & Recreation in his/her absence as delegated;
- Holds staff meetings to discuss and evaluate program techniques and content;
- Maintains a variety of records and files;
- Represents the City and/or department at meetings, seminars workshops and conferences;
- Serves on committees within the City and in professional job related organizations;
- Establish and maintain effective working relationships with employees, volunteers, public groups, agencies and others contacted in the course of work;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires.

#### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Modern principles and methods of developing and implementing a wide variety of recreation, social and leisure activities for children and adults;
- Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities;
- Principles of human resource management, supervision, training, and performance evaluations;
- Equipment, software, programs and technical skills applicable to operating department;
- Organization and supervision in youth and adult recreation programs;
- Leadership techniques and methods of planning, organizing and coordinating recreational activities;
- Techniques and methods of organizing group activities;
- Rules and regulations of sports activities;
- Current policies, procedures and methods necessary to plan, organize, schedule and implement

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department and City activities, programs and personnel;

- Budget preparation and control;
- Promotional programs and marketing methods;
- Requirements of maintaining facilities in a safe, clean and orderly condition;
- Occupational hazards and safety regulations.

**Skills:**

- Equipment used in popular sports, crafts and games;
- Evaluating the measurable results of programs and services;
- Planning, supervising and evaluating the work of others as related to recreation programs;
- Possess skills to process general correspondence, spread sheet, and reports using a personal computer and software application;
- Operate equipment necessary to performed assigned duties.

**Ability to:**

- Analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendation in support of goals;
- Establish and maintain effective working relationships with employees, public officials and groups, volunteers, media and members of the public contact in the course of work;
- Plan, develop, direct and evaluate comprehensive recreation programs and services for the Community;
- Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation of new program areas;
- Make independent judgments and decisions based on standard policy or procedures particularly in problem situations;
- Motivate volunteers and other staff involved with the various programs;
- Organize and prioritize work;
- Exert leadership to develop program contacts and resources;
- Analyze, interpret and explain department policies and procedures;
- Direct others in efforts aimed at achieving specified outcomes and objectives;
- Work outside normal working hours, making self available for late evenings, weekends, holidays and emergencies;
- Provide good customer service to the public using the Parks and Recreation Department services;
- Maintain professionalism in attitude, attire, relationships, work product and confidentiality;
- Identify occupational hazards and develop solutions that meet safety regulations;
- Provide own transportation to various work sites;
- Be resourceful, take initiative, be creative, be a problem-solver, and use ingenuity;
- Resolve interpersonal conflicts;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;

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- Foster a teamwork environment;
- Effectively supervise subordinates;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, prioritize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Communicate clearly, concisely, and effectively, both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's Degree from an accredited college or university in Recreation, Leisure Studies, Child Development or Liberal Arts or closely related field. A Master Degree in Public Administration or related field is desirable.

**Experience:**

Six (6) years of recreation leadership including at least three (3) years (Full Time) in a supervisory capacity in recreation, child care, education, nonprofit organizations or related field with experience in overseeing a subordinate staff.

**License or Certificate:**

A valid California Class C Driver's License and a satisfactory driving record.

**Desirable Qualifications:**

Ability to Speak Spanish;  
Current CPR and First Aid Certification.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.