



<b>CLASSIFICATION TITLE:</b> Recreation Manager	<b>JOB NUMBER:</b> 7122	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Parks and Public Facilities Director	<b>PAY GRADE:</b> 22	<b>FLSA STATUS:</b> Exempt "At Will"

## GENERAL SUMMARY

Performs difficult technical work planning, developing, organizing and implementing comprehensive City-wide recreational programs and activities for the community, and related work as apparent or assigned. Work is performed under the limited supervision of the Parks and Public Facilities Director ("supervisor"). Divisional supervision is exercised over assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Assists in planning, developing, organizing and implementing comprehensive City-wide recreational programs and activities for the community at parks and recreation facilities; observes programs to determine quality and service levels provided; conducts surveys and meetings to gauge quality of service, user needs and demands, staffing, hours, etc.
- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates, and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment, and promotions according to established guidelines.

- Negotiates contracts and rental agreements with various facility users, contractors and service providers as required.
- Prepares budgets for assigned areas of responsibility; controls and monitors expenses; researches and prepares projections of related expenditures, revenues and needs; develops and provides long-range capital improvement recommendations.
- Develops, writes and maintains policy and procedure manuals for areas of responsibility; prepares and maintains a variety of records and reports related to multiple recreational programs, budgets, expenditures, safety, performance evaluations and activity schedules.
- Prepares grant applications for special funding of programs and activities; promotes and represents self-sustaining recreational programs throughout the City.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Economic impact of sports, tourism and recreation as related to local government.
- City policies, practices and organization.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices and techniques of planning and directing comprehensive City recreational program activities and operations.
- Recreational needs of specific community groups and programs to meet these needs.
- Health Department swimming pool regulations.
- Principles and practices of budget development and administration.
- Scheduling and staffing techniques and principles related to recreational facilities.
- Facility organization, policies and procedures.
- Requirements of maintaining facilities in a safe, clean and orderly condition.
- Applicable health and safety policy, procedures and regulations.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Public speaking techniques.

**Skills and abilities to:**

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Train, supervise and evaluate assigned staff.
- Assist in the development and control of assigned budgets.
- Follow oral and written instructions.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Assist management in identifying, planning, developing, promoting, organizing and implementing comprehensive City-wide recreational programs and activities for segments of the community population.
- Recruit and select employees, volunteers and contracted instructors.
- Establish fee, wage and contract amounts.
- Prepare and maintain a variety of records and reports.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or direction, set priorities and meet deadlines.
- Operate a variety of modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, decrease turnaround times, develop revenue sources, streamline work processes, and work cooperatively and jointly to provide quality customer service.

**SPECIAL REQUIREMENTS**

- Obtain First Aid, CPR, and Defibrillator Certifications within three (3) months of hire.
- Valid driver's license.

**EDUCATION AND EXPERIENCE**

Associates/Technical degree in recreation, or related field and three (3) years experience in recreation programming, including two (2) years in a supervisory role, or equivalent combination of education and experience.



## COMPETENCIES

### **Managerial**

- **Develop Effective Intra- and Inter-Departmental Relationships:** Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- **Manage Resources Effectively:** Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- **Think and Plan Strategically:** Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

### **Supervisory**

- **Foster Teamwork:** Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- **Prioritize Work and Commitments:** Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- **Drive for Team Results:** Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- **Manage Employee Performance:** Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### **Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

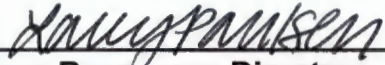
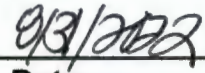
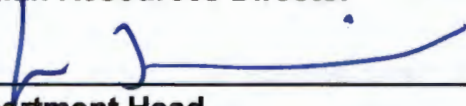
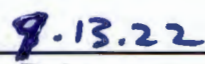
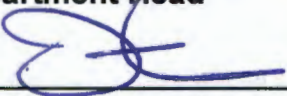
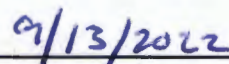
This work requires the regular and punctual attendance at the office or other assigned locations; work requires occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).



**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

 _____ Human Resources Director	 _____ Date
 _____ Department Head	 _____ Date
 _____ City Manager or Authorized Designee	 _____ Date