

RECREATION MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for planning, directing, and reviewing the activities of a Recreation Program. The work is performed in accordance with established polices outlined by the appointing authority permitting wide leeway for carrying out the required work. Supervision may be exercised over lower level recreation staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops and reviews recreation policies and rules for effective operation of recreation services;
- Manages and oversees special events including facility rentals and registrations;
- Provides direction for activities relating to the effective utilization of personnel, facilities, and equipment;
- Recommends and administers policies and procedures related to facility usage and effective use of recreation areas;
- Schedules and directs recreation activities and community events;
- May conduct public relations activities as related to recreation programs;
- Keeps records and prepares reports of recreation facilities usage;
- May collect and process activities fees;
- Responsible for the opening and closing of recreation facilities before and after events;
- May make presentations to various groups, including boards;
- May participate in community events to promote recreation facilities usage.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of recreation management, programming, and facilities usage; ability to organize and direct recreation activities; ability to plan and supervise the work of others; ability to coordinate all aspects of recreation facilities usage; ability to establish good working relationships; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICAITIONS: Graduation from high school or a high school equivalency diploma **AND**

EITHER **(A)** Graduation from a two year college with an Associate’s Degree in Business, Recreation Management or a related field;

OR **(B)** Four years of experience in the conduct of recreation activities or business operations

Competitive Class

Adopted 11/15/2023 PO