


<b>JOB DESCRIPTION</b>	
City of Patterson  Human Resources	<b>RECREATION SERVICES MANAGER</b>

**JOB SUMMARY**

*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.*

Under minimal direction from the Director of Recreation and Community Services Department, plans, organizes, directs and oversees administrative support operations within the Department; participates in long range capital improvement planning and manages capital improvement and facility development projects related to the Recreation and Community Services Division; establishes operating policies and procedures for the Division and assists with the development of Department goals, objectives and policies; participates in the development and administers the annual operating budget for the Division; directly and indirectly plans, coordinates, assigns, supervises and evaluates the work of subordinate Division staff; provides difficult and responsible administrative staff support to Department management; and performs related work as required and special projects as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives minimal direction from the Director of Recreation and Community Services.

Exercises direct supervision over assigned professional, technical and administrative support personnel.

**ESSENTIAL DUTIES**

*Typical essential duties may include, but are not limited to, the following:*

Plans, organizes and directs the staff and activities of the Department’s Administration Services Division.

Assists the Director with recreation program planning and assessment of recreation programs; and provides oversight and guidance to program supervisors and staff.

Plans and coordinates the administration of personnel management activities with administrative and program supervisors; and functions as Department liaison to Human Resources.

Recommends the appointment of personnel; provides and coordinates staff training; conducts performance evaluations of assigned staff, recommends and implements discipline procedures as required; maintains discipline and high standards to ensure the efficient and professional operation of the Department functions and programs.

Directs, oversees and participates in the development of work plans for areas of responsibility; manages and coordinates employee work plans; meets with staff to identify and resolve problems; assigns work activities,

projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; and ensures that areas of responsibility are in compliance with pertinent laws, codes, ordinances and regulations.

Prepares the Recreation Division budgets; assists in budget implementation; participates in the forecasting of additional funds needed for staffing, equipment, materials and supplies; and administers the approved budget.

Monitors a variety of data processing reports regarding cash balances, billing, production, revenues and expenses and/or expenditures and other accounting data.

Provides complex and responsible analytical and staff assistance to the Director: collects data, conducts research and analysis; manages assigned special projects and performs a wide variety of responsible administrative support activities.

Researches, prepares and presents comprehensive technical and administrative reports and documents; prepares written correspondence; responds to letters, email and general correspondence related to areas of responsibility.

Negotiates and administers contract services; serves as account manager for registration and reservation software contract.

Manages capital improvement and facility development projects related to the Recreation and Community Services Department.

Responds to information requests, complaints and other inquiries received from the general public; meets with citizens and community groups; and investigates complaints and recommends corrective action.

Participates on boards, commissions and committees; and prepares and presents staff reports and other necessary correspondence.

Performs related duties as required and special projects as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Thorough knowledge of:** Principles and practices of administrative support practices; principles, practices, philosophy and objectives of public recreation programs and services.

**Working knowledge of:** Principles of effective program planning, development, administration and evaluation; principles and practices of effective leadership, motivation, team building and conflict resolution; principles of budget development and implementation; budget management and fiscal control methods; principles and practices of effective supervision, training and performance management; principles and practices of analytical research, data organization, analysis methods and project coordination; principles and practices of policy development and implementation.

**Knowledge of:** Techniques and principles of effective interpersonal communication; effective and appropriate public contact and telephone techniques; techniques of effective report writing and presentation;; pertinent local, State and Federal laws, codes, ordinances, City policies, rules and regulations; modern office equipment, methods, procedures and computer hardware and software.

**Ability to:** Effectively perform a variety of duties independently and as a member of a team; maintain a high level of confidentiality on a wide range of sensitive information; collect, organize, analyze and present a variety of data in a meaningful way; develop and implement various data collection and reporting systems; review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend appropriate corrective action; analyze situations quickly and objectively to determine proper course of action; gain

cooperation through discussion and persuasion; interpret, explain, and apply City and Department policies and procedures; negotiate and administer contract services; effectively supervise, train, and evaluate personnel; prepare and administer various budgets; compose professional quality correspondence and letters; write highly detailed technical and analytical reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

### NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

### EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in Parks and Recreation, Human Development, Public Administration or a related field.

**Experience:** Five (5) years of increasingly responsible experience in the development and administration of public recreation services and program that includes supervisory responsibility.

**License or Certificate:** Possession of a valid class C California driver's license.

### MENTAL AND PHYSICAL REQUIREMENTS

**Mental Requirements:** The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to Department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain Department policies and procedures; explain operations and problem solve office issues for the public and with staff.

**Physical Requirements:** The ability to sit at desk and/or stand for long periods of time; intermittently twist and bend to reach office equipment; use simple grasping and fine manipulation; lift and carry weight of 20 pounds or less.

**Environmental Conditions:** Work is performed in a standard office environment.

**FLSA Status:** Exempt

**Revised:** August 2022

(formerly: Recreation Services Admn Manager)