

**CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION**

RECREATION DIRECTOR
May 2019

DEFINITION

Under administrative direction, plans, organizes, performs, and directs the activities of the Recreation Department; develops, implements, and evaluates department goals, objectives, policies, and procedures; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Recreation Director is an executive management position requiring significant administrative, analytical and technical skills and knowledge. This position is responsible for the oversight and management of the Recreation Department.

SUPERVISION EXERCISED AND RECEIVED

Reports to the City Manager. Exercises direct supervision over supervisory, professional, office administrative, and part-time staff.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Organizes, directs, and coordinates a comprehensive Recreation program including, but not limited to, recreation, senior and youth group programs, community center, and City events;
- Recommends development of park and recreation areas and facilities;
- Coordinates long-term, large-scale projects with other City Departments;
- Participates in long-range and strategic planning;
- Conducts studies, writes staff reports, and makes recommendations to the City Manager and/or City Council regarding activities of the department;
- Continuously monitors and evaluates the efficiency and effectiveness of Recreation Department methods, procedures, and programs; assesses and monitors workload; identifies and implements opportunities for improvement; reviews with City Manager where appropriate;
- Facilitates use of all City athletic resources to community sports organizations; supervises operations of all City athletic facilities;
- Provides staff support to the City's Parks and Recreation Commission, Sister Cities Commission, Cultural Arts Committee, Senior Advisory Committee, and Youth Advisory Committee;
- Provides administrative assistance to the City Manager;
- Makes presentations at City Council, Commission/Committee meetings, and other public meetings as required; represents the City and department on internal and external committees;
- Prepares a variety of complex analytical and statistical reports and presentations;
- Coordinates departmental activities with other City departments;
- Responds to and resolves sensitive and difficult public inquiries and complaints;
- Develops, negotiates, and supervises joint use agreements with Millbrae School District;

- Supervises, promotes, implements, and evaluates various recreational programs for children and adults, including, but not limited to, youth and adult sports leagues, summer camp programs, afterschool programs, seniors, and specialized events and programs;
- Develops, prepares, and administers department budget, including preparing cost estimates and justifications for budget recommendations, and monitoring and controlling expenditures;
- Obtains and manages grant funding to enhance department programs and to assist in departmental program funding;
- Develops and implements department policies, procedures, and fee schedules; evaluates equity and adequacy of policy and fee schedules on an on-going basis; makes revision recommendations as needed;
- Maintains close contact with school officials and community groups regarding program offerings and coordination of services;
- Promotes and publicizes recreation programs and activities; prepares and coordinates the development of program and event publicity, including flyers, brochures, news releases, etc.;
- Reviews and approves manuals, reports, flyers, press releases, etc. produced by subordinate staff;
- Responds to complex citizen inquiries and complaints;
- Prepares and maintains records and evaluation reports on new and on-going program offerings;
- Recruits, selects, trains, motivates, schedules, supervises, and evaluates full-time, part-time, and volunteer staff; provides staff training; works with employees to correct deficiencies; implements discipline and termination procedures; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Trends and innovations in the field of recreation; Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities; principles of human resource management, supervision, training, and performance evaluation; recreational, social, and cultural needs of the community; principles of facility supervision; City government and citizen advisory boards and commissions; good computer skills.

Ability to: Plan, develop, organize, direct, and evaluate the programs and services of a comprehensive recreation department; manage, direct, and coordinate the work of professional, clerical, and part-time staff; select, supervise, train, and evaluate staff; provide administrative support and professional leadership and direction for the Recreation Department; perform responsible and difficult work involving the use of independent judgment and personal initiative; interpret, explain, and apply Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities; analyze problems, identify feasible solutions, project consequences of proposed actions, and implement recommendations in support of goals; establish and maintain effective working relationships with staff, volunteers, City Council, Commissions and Committees, community organizations, individual citizens, governmental agencies, contractors, consultants, and vendors; make effective presentations before City staff and the public; communicate effectively, orally and in writing; 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 implementations of new program areas; effectively set priorities and meet deadlines; maintain administrative systems for facility and program scheduling, calendaring, and order functions; develop, analyze, interpret, and explain Department policies and procedures; participate in long-range and strategic planning; work effectively under pressure and deadlines with consistent interruptions; communicate clearly, concisely, and effectively, both orally and in writing.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required. A Master's degree is desirable.

Experience: Five (5) years of increasingly responsible experience in the administration of community recreational programming and social and cultural programs and services, including at least three (3) years of management and administrative experience.

Licenses: Possession of a valid California Class C driver's license with an acceptable driving record. Possession and maintenance of a valid CPR certificate. Possession and maintenance of a valid First Aid certificate.

SPECIAL REQUIREMENTS

Environment: Standard office setting, with a significant portion of the work performed indoors; a portion of the work is performed outdoors in park settings, walking on slopes and grades, uneven terrain, and landscaped areas; a portion of the work is performed in enclosed areas with loud noises, including elevated voices; incumbents may be required to work extended hours, including evenings and weekends; work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate a variety of office equipment, frequent sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils; frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; occasional squatting, kneeling, and reaching above and at shoulder height; moderate grasping to manipulate reference books and manuals; lifting objects weighing 26-50 lbs. from below waist to above shoulders and transporting distances up to 50 feet; operating City vehicles to transport equipment and materials as well as attend offsite meetings.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction; ability to hear in noisy conditions, outdoors, and at public meetings.