

CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION

RECREATION SERVICES MANAGER
May 2019

DEFINITION

Under general supervision, performs a wide range of duties related to the programming, administration, supervision, and implementation of Recreation Department programs; provides high-level assistance to the Recreation Director in support of Recreation Programs, including strategic planning and coordinating department human resources functions; may serve as the Recreation Director in the absence of the Recreation Director.

DISTINGUISHING CHARACTERISTICS

Recreation Services Manager is responsible for performing and managing a wide variety of duties related to the programming and functions of the Recreation Department. Provides high-level assistance to the Recreation Director in the oversight of the Recreation Director.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from management staff in the Recreation Department. Provides supervision for part-time and full-time Recreation staff, as assigned.

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.

- Plans, coordinates, and implements new and existing recreation programs and services for a wide variety of ages, including early childhood programs and senior programs; facilitates components of recreation programs and functions; evaluates programs for potential updates, improvements, continuance or discontinuance; updates program components to ensure currency and relevance; participates in determining the components of recreation services in response to seasonal and clinical community service needs;
- Participates in and/or serves as a liaison with a variety of committees; creates meeting agendas; takes meeting minutes; posts documents to City website; communicates with committee members; guides annual work plan; helps committees plan and facilitate programs and events;
- Assists with formulating and implementing Department direction and strategy; participates in Project Management Team meetings and tasks related to Recreation Department projects; assists with facilitation of recreation software implementation;
- Manages hiring process and human resources tasks; creates and manages online job postings; creates postings on recruitment sites; conducts interviews; communicates with applicants and candidates as they go through the recruitment and new-hire process; sets up orientation with their direct supervisors; provides information to Administrative Services office; distributes HR policies to staff; provides training to staff and instructors;
- Prepares budget requests and grant applications to obtain funding for programs; prepares support documentation, such as projections of revenues, costs, participation, staff services, supplies, and other required information;

- Creates and distributes class policies and information to participants and/or parents; collects, reviews, and maintains participant records; researches and seeks new funding sources for programs;
- Manages staff and operation of summer camp and sports programs; oversees planning and implementation by staff of a variety of programs; schedules and supervises program staff; assigns work, monitors employee performance, and prepares evaluations as appropriate; tracks progress of programs; resolves issues and complaints as they arise; establishes training protocols and program policies; orders supplies; approves invoices and staff timesheets in finance system;
- Conducts a variety of community relations activities; arranges publicity; provides customer service and information to community; regularly interacts with community members; creates and distributes promotional literature; creates and manages program evaluations to gather participant feedback; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Principles, practices, and methods of planned recreation; principles of effective supervision, management, and scheduling of personnel; recreational activities suitable for all age groups; recreation center functions and uses; safety and first aid techniques; policies and principles governing municipalities.

Ability to: Plan, evaluate, and supervise recreation program operations; organize and direct the activities of staffing, participants, and others involved in recreation activities; deal courteously and effectively with a variety of people of all ages; schedule and supervise employees and volunteers; prepare clear and accurate written narrative and numerical records, reports, and correspondence; train and instruct others in program procedures; analyze resource needs, prepare budget and grant applications.

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: Equivalent to graduation from an accredited four-year college or university with major work in recreation, physical education, or a closely related field.

Experience: Three (3) years of full-time responsible professional experience in planning, coordinating, and supervising recreation activities.

Licenses: Possession of a valid California Class C driver's license.

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 public meetings.