



Job Description

Title: Recreation Manager	FLSA Status: Exempt	Created:
Supervisor: City Manager	Supervises: Recreation Specialist and part-time recreation staff	Revised:
Job Family: Recreation	Bargaining Unit: Management/Conf	Approved:

JOB SUMMARY:

Under the direction of the City Manager, plan, organize, implement and direct the operations, staffing and activities of the City of Livingstons’s Recreation department and recreation programming; develop and prepare the annual preliminary budget for the Recreation Department; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct the operations and activities of the City of Livingstons’s Recreation department including recreation programming, contract classes, youth and adult sports, aquatics, special events and special events; develop and implement goals, objectives, policies and priorities for the Recreation department; assess and analyze programs and services to determine improvements ad needs for new programs or modifications of existing programs.
- Direct and coordinate the work plan and work flow for assigned staff; assign work activities and projects; review and evaluate work products, methods and procedures and programs including customer service and recreation program registration.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the City Manager regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Participate in the development and administration of the annual preliminary budget; analyze and review budgetary and financial data; forecast fund needed for staffing, equipment, materials and supplies; control and authorize expenditures in accordance with established limitations; make recommendations and adjustments to budgets as necessary; conduct inventories and order equipment and materials for Recreation programs.
- Prepare and provide complex reports, correspondence, staff reports, ordinances, and resolutions to the City Administrator, City Council, committees, City departments, outside agencies and the public; make oral presentations and participate in organizational and community group meetings; respond to questions and inquiries; investigate complaints and address program and facility incident reports.
- Participate in public relations and marketing efforts to promote Recreation programs and classes and to provide outreach to schools, non-profit organizations, citizens and community groups; create and update content on the City’s Recreation website pages and social media sites.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to Recreation personnel, programs and assigned activities.
- Research and apply for grants and donations for program funding; administer grants to ensure compliance with established grant rules and regulations.
- Communicate with other management, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Coordinate volunteer and coach recruitment, training and scheduling; monitor work activities to ensure safe work practices, work quality and accuracy; ensure compliance to applicable rules, policies and procedures.
- Develop rules and regulations for athletic leagues and handbooks.
- Provide administrative support to the City Manager and interdepartmental support on various projects including capitals projects, park development and facility management.
- Operate a variety of office equipment including a computer and assigned software.

- Attend, schedule and conduct a variety of meetings as assigned; plan and conduct staff in-service trainings.

OTHER DUTIES:

- Serve as a City liaison for the Senior Lunch Program and the Senior Center.
- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Management of community or recreation programs and services.
- Procedures for planning, implementing and maintaining a variety of community and recreation activities, events, and programs.
- Principles and practices of program administration including budgeting marketing, purchasing and program needs forecasting.
- Principles and techniques used in supervision, training and performance evaluation.
- Applicable laws, codes, regulations, policies and procedures relating to the provision of recreation programs.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Supervise and evaluate the performance of assigned Recreation staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Plan, organize, direct and evaluate the work of subordinate staff.
- Coordinate multiple projects, programs and cooperative ventures.
- Evaluate community and recreation services needs and recommend alternatives and solutions.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree in Recreation, Business or Public Administration or related field.
- Four years increasingly responsible experience in the delivery of community or recreation programs and services including two years supervisory experience.

Licenses, Certifications and other Requirements:

- N/A

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor Recreation environment.
- Fast-paced work environment with changing priorities

- Evening, weekend or variable hours.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and give presentations.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.