

RECREATION MANAGER

MAJOR FUNCTION

This is a professional supervisory position which is responsible for directing facility operations and program development for Recreation Division.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Plans, develops, promotes and oversees the Recreation Division.
- Assists in the development of annual division budgets.
- Monitors all revenue and expenditures in areas of supervision and prepares all requested reports and estimates; prepares billing invoices, purchase requisitions and check requests.
- Solicits business support and sponsorships for programs and events; coordinates and / or participates in fundraising activities
- Assists in the development and implementation of division policies and procedures; revises policy and procedure manuals and handbooks as required.
- Oversees and participates in the planning, development, implementation, management and evaluation of quality programming for assigned program areas.
- Plans, coordinates and executes special events. Related duties include coordinating staffing and planning event logistics. Attends events to provide supervision and assistance. Evaluates events for effectiveness and value to the recreation program.
- Coordinates programs and activities with other departments, advisory boards, elected officials, community organizations and the public as appropriate.
- Provides public information regarding division activities through the preparation of effective publicity materials.
- Compiles data for and prepares required records and routine, statistical and / or technical reports.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned shift.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

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CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, consultants, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees, with occasional indirect supervision. Includes assigning, directing, evaluating, and reviewing the work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotion, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience. Bachelor's degree in Parks and Recreation Administration, Physical Education or related field and five (5) years progressively knowledgeable and responsible supervisory responsibilities; greater experience in the field may substitute for a portion of the required education; or an equivalent combination of education and experience.

Licenses. Possession of a valid Florida Driver License.

Certifications. Certification as Certified Parks and Recreation Professional (CPRP) and CPR and First Aid Certification required within six months of hire.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and abilities required.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

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- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Ability to plan, and organize work. Strong organizational skills, ability to prioritize tasks, analyze data, and meet multiple deadlines.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public. Ability to speak effectively and clearly in public.
- Knowledge of research techniques, methods and practices. Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.
- Ability to work independently on time sensitive complex issues. Ability to supervise employees in a manner conducive to full performance and high morale.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a vehicle, computer, calculator, telephone, mobile telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

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While performing the duties of this job, the employee will occasionally be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk hear, smell, and regularly lift up to fifty pounds and occasionally one hundred pounds or more. Special vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, toxic or caustic chemicals, and risk of electrical shock; and will regularly be exposed to outdoor weather conditions. Work is performed on a flexible rotating work week which may include evenings, weekends, and holidays. The typical noise level for this environment is moderate to loud.

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