

**CITY OF BRISBANE**  
**RECREATION MANAGER**

**Definition**

Under general direction of the Deputy City Manager/Administrative Services Director, the Recreation Manager performs responsible professional and technical work in administering, promoting, organizing, and marketing comprehensive recreation programs and community services; supervises directly or through subordinate levels of supervision all work units of the department on a day to day basis; prepare and monitor department budget; provides administrative direction and oversight to various community recreational, cultural, athletic, aquatic, and social programs; ensures a variety of programs are available to the community; supervises, evaluates and trains recreation staff; coordinate assigned recreation activities with other departments; outside agencies; contractors and the general public; may staff one or more citizen advisory committee or commission; and performs other related duties as required.

**Class Characteristics**

This is an experienced recreation class which requires exercising independent judgment and initiative in prioritizing, scheduling, assigning and coordinating work. This position also requires knowledge of the provision of recreation and related services to a variety of age groups, the ability to organize and oversee the work of staff and/or volunteers, a strong customer-service orientation and the skill to relate to a variety of individuals, families and groups from various socio-economic backgrounds. This class is distinguished by its core responsibility for managing all programs, activities and facilities within the recreation department, in addition to administrative support for the department head. General direction will be received from the Deputy City Manager/Administrative Services Director. Incumbent will supervise other levels of recreation department's staff.

**Examples of Duties** (Illustrative Only)

- Plan, direct and supervise either directly or through subordinate levels of supervision the work of staff within the Recreation Department.
- Review work and program needs, schedule personnel, facilities and equipment in accordance with job requirements.
- Evaluate work progress, resolve work problems and determine additional needs on an on-going basis.
- Implement, direct and supervise special events and/or special projects as assigned.
- Plan, supervise and evaluate the work of independent and/or general contractors as assigned.
- Prepare department budget for review by Deputy City Manager/Administrative Services Director
- Coordinate assigned functions and programs with other City departments as well as outside agencies, including local school districts.
- Create and implement marketing plans for various recreation programs and events.
- Collect, complete, analyze and maintain a variety of records, reports, contracts, agreements and policy manuals pertaining to various department functions and programs.
- Implement principles and practices of program administration including budgeting, purchasing and personnel management.
- Oversee, coordinate and implement safe work procedures for assigned work units or division.
- Prepare and present staff reports for the City Council and the Parks and Recreation Commission.
- Provides high-level staff support to various City Council subcommittees and appointed citizen committees.

- Maintain communication and effective working relationships with family members of children, teens, seniors, other program participants and community groups.
- Works closely with representatives of other public and private organizations, including educational and community groups.
- Respond and resolve inquiries and concerns from the general public, including ones received from correspondence, meetings as well as in person and email.
- Performs related duties and responsibilities as required.

### **Qualifications**

#### **Knowledge of:**

- Principles, practices and service delivery needs related to recreation and community services.
- Principles and practices of recreation program development, implementation, review and evaluation.
- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review and training.
- Applicable regulations and rules related to the program areas and facilities.
- Standard office practices and procedures, including record keeping, business mathematics and basic computer applications related to the work.
- Safety principles and practices, including first aid and adult and child cardiopulmonary resuscitation.
- Techniques for effectively dealing with individuals of various ages and from various socio-economic groups.
- Basic practices of program budgeting.

#### **Skill in:**

- Planning, supervising, coordinating, reviewing and evaluating a variety of recreation, childcare, teen, sports, aquatic, senior and related programs.
- Planning, scheduling, assigning, directing and reviewing the work of staff and volunteers.
- Interpreting, applying and explaining policies, procedures and regulations.
- Handling medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Maintaining facilities and equipment in a clean, safe and secure manner.
- Recommending and administering program and projects budgets after approval.
- Exercising sound independent judgment within general procedural guidelines.
- Maintaining accurate program records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Establishing and maintaining effective relationships with those contacted in the course of the work.
- Reviewing organizational and administrative problems to recommend and implement an effective course of action.
- Communicating clearly, effectively and diplomatically, orally and in writing.

#### **Education and Experience:**

Equivalent to graduation from a four year college or university with major course work in recreation administration, business or public administration, or a field related to recreation. Five years of increasingly responsible recreation, leisure and/or human services experience, with at least two years of

supervisory or administrative experience in recreation management. Possession of an advanced degree is desirable.

**Licenses and Certifications:**

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess or obtain first aid and CPR certificates prior to completion of probation.

**Working Conditions:**

Must be willing to work off-shift and weekend hours, depending upon the program or project to which assigned. Must be fingerprinted for submission to the California Department of Justice in order to work with children.

**Physical Demands:**

Must possess mobility to use standard recreation/office equipment, including a computer; strength to lift and carry office and recreation materials weighing up to 35 pounds and to reach and stoop to participate in recreational activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

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Former Titles:

Abolished:

Revised Date:  
Resolution:

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