



Recreation and Community Services Director

Class Specification

Revised 9/23
Class ID: 840
Unit: MGMT
Probation: At-Will
FLSA: Exempt

DEFINITION

Under administrative direction, plans, organizes, directs, and evaluates the operations and activities of the Recreation and Community Services Department, including recreation centers, social and cultural activities, and sports and physical fitness programs; plans, develops, and manages a comprehensive recreation and community services program and serves as the City's primary authority on recreation issues; participates as a member of the City Manager's Executive Team in the consideration of general City policies, programs, and concerns; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager or Assistant City Manager. Exercises direct supervision over assigned professional personnel and indirect supervision over other paraprofessional and administrative personnel.

DISTINGUISHING CHARACTERISTICS

This is an executive level, at-will department director classification reporting to and providing complex professional and technical assistance to the City Manager or Assistant City Manager in areas of expertise. The Recreation and Community Services Director oversees, directs, and participates in all activities of the Recreation and Community Services Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Recreation and Community Services Department; interpret, explain, and apply various rules, policies, and procedures.

Select, train, motivate, supervise, and evaluate department personnel; promote customer service excellence; assist with employee development to correct deficiencies; recommend and implement discipline.

Oversee preparation, processing, and administration of department operating, enterprise, and capital budgets and fundraising programs, partnerships, grants, and other funding sources; evaluate recreation, community service and cultural programs through analysis of budget and technical reports; develop and review reports on program and facility usage; direct the preparation of a variety of periodic and special reports regarding department activities.

Manage the oversight of all Recreation and Community Services Department facilities.

Make referrals and provide social service resources to individuals and groups through self-reporting or outreach efforts.

Collaborate with Public Works staff in the planning and development of park and recreational facilities.

Meet with community and sports groups and organizations regarding recreation programs and community involvement; evaluate and recommend programs that address community recreational and cultural needs; coordinate recreation and community services activities, and collaborate with other divisions, outside agencies, and other organizations; represent the City's needs and interests with community, local, state, and federal agencies.

In conjunction with other divisions and outside agencies, organizations, and any applicable City departments, manage and implement reciprocal use and maintenance agreements related to shared or joint use public facilities agreements, including monitoring, scheduling and coordinating City needs with the programmatic needs of outside agencies.

Monitor and ensure a safe working environment; ensure the uniform application and enforcement of established safety regulations; identify safety training needs; and investigate accidents.

Investigate and resolve complex complaints and requests related to Department activities.

Make presentations before the City Council, Commissions, Committees and community groups.

Participate on City committees; represent the City in meetings with representatives of governmental agencies; professional, community service and business organizations, and the public.

Monitor and keep current on developments in recreation and community services and make recommendations to City management.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal recreation.
- Philosophy, objectives, and trends of recreation services administration and management, including a thorough understanding of activities which make up a comprehensive community recreation program.
- Principles and practices of budget preparation and administration.
- Organizational, management, and strategic planning practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Contemporary trends and best practices related to community programming needs.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of personnel management, supervision, training, employee development and performance evaluation.
- Principles and practices of organizational analysis and management.
- Pertinent local, State, and Federal rules, regulations, and laws.
- Current office procedures and techniques.

Skill or Ability to:

- Plan, organize, and direct the Recreation and Community Services Department operations.
- Develop, interpret, and implement City and department goals, objectives, policies, procedures, work standards, internal controls, and rules and regulations.
- Assess community needs and develop equitable community services and recreation programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Evaluate expenses and revenues for community services and recreation and cultural programs; evaluate the effectiveness of departmental activities and recommend and implement changes as necessary.
- Communicate clearly and concisely, orally and in writing.
- Effectively lead, supervise, train, motivate and evaluate personnel.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet with and represent the City effectively in meetings with a variety of community, private and governmental groups and individuals.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a Bachelor’s degree from an accredited college or university with major course work in recreation, public administration, or a related field, and seven (7) years progressively responsible experience in recreation and/or community services administration including three (3) years of supervisory experience. A Master’s degree is desirable.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Possession of valid CPR/AED/First Aid and other certifications that will assist in facility or program operations are desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreational equipment, including a computer, and to operate a motor vehicle to visit and work at various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of City facilities.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.