

CITY OF RIO VISTA

RECREATION AND COMMUNITY SERVICES MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction of the City Manager, the Recreation and Community Services Manager plans, directs, organizes, and manages the Recreation Division; develops division policies, procedures, goals, and budgets; formulates and directs partnerships with government agencies, community-based organizations, and other service providers; leads strategies to secure resources; interprets and applies existing policies; and represents the division on issues concerning the various programs or facilities managed.

DISTINGUISHING CHARACTERISTICS:

The **Recreation and Community Services Manager** is a single position, middle management classification that exercises a broad range of authority over complex programs and facilities with many funding sources that are central to the division's mission.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the City Manager. Responsibilities include the direct and indirect supervision of subordinate supervisors, professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plan, schedule, direct, and coordinate the activities of a major program division in the Parks and Recreation Department; develop and implement long-range plans, goals, policies, and procedures for the division; participates in the planning and implementation of complex citywide or multi-agency projects.
- Represents the City in a wide variety of networks and partnerships; advocate for regional recreation, social and human services needs and the integration of new initiative into City operations; direct joint use and/or service relationships/agreements with all area school districts, other government agencies, service providers, nonprofits and community groups.

- Represent Recreation in all inter and intra organization issues relating to fiscal, personnel, labor relations, and other administrative policy areas.
- Direct strategies to secure a variety of funds and operating budgets, including non-general fund support of programs, services and facilities through partnerships, sponsorships, grants and contributions; direct the management of significant programs such as the community / school partnerships and the Accessibility Initiative.
- Develop and monitor operating and capital budgets for the division; prepare grant applications; negotiate contract, agreements, and MOUs; advise and lead major capital planning and development efforts.
- Coordinate activities of the division with other City departments, schools, and outside agencies; meets with various community groups and representatives of other departments to coordinate division projects; represents the City on committees, project teams and to the community.
- Assess and analyze programs and services to determine need for new programs, and effectiveness of current programs and services; evaluate industry or service trends and assess potential for local implementation; serve as project manager for special projects requiring experience and skills beyond any one section within the division.
- Research, analyze and recommends options for addressing difficult, complex or sensitive issues, problems or projects.
- Supervise, trains, disciplines and evaluates assigned personnel; assists subordinate supervisory staff with difficult personnel issues.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this certification.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Recreation and Community Services Manager. A typical way of obtaining the required qualifications would be two years of experience managing a program with complex budgets, including two years of recreation supervisory experience. A Bachelor's degree from an accredited college or university with a major in recreation administration, public administration or a closely related field is highly desirable. Additional qualifying supervisory experience may be substituted for the required education on a year-for-year basis. A Master's degree in recreation administration, public administration, or parks and recreation, may substitute for up to two years of experience at the discretion of the City Manager.

License/Certificate:

Possession of a Class C California driver's license by date of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

- Principles of planning, organization, administration, management, and supervision.
- Principles and practices of budgeting, record keeping, report writing, contract negotiation, grant writing and public recreation programs.
- Occupational hazards, safety regulations, and practices associated with recreation programs and facilities.
- Applicable federal, state and local rules, laws and regulations.
- Facilities and equipment needed in a well-rounded recreation program.
- Principles and techniques of marketing and public relations.
- Computers and computer applications.
- Project management.

Ability to:

- Plan, organize, coordinate, and direct the activities of the division.
- Work with numerous customers and client, both inside and outside the City.
- Build consensus to bring successful conclusion to various projects and issues.
- Simultaneously manage a multitude of projects.
- Analyze, interpret, apply, and enforce regulations and policies.
- Understand, identify, and resolve safety issues and other operational needs.
- Prepare, administer, and monitor a budget.

- Apply for and administer special grant programs.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, both orally and in writing.
- Supervise, train and evaluate staff.

Skill to:

- Identifying, analyzing, and responding to issues, trends and legislation.
- Understanding and being respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.
- Public relations and staff development.
- Use of computers, computer applications, and software.
- Conflict management and resolution.