

CITY OF MADERA

RECREATION/COMMUNITY PROGRAMS 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 direction, plans, manages, and oversees the activities of a variety of county-wide senior citizen's services, community recreational and leisure activities, and the operation and maintenance of program sites, including public use and rental of facilities. Identifies potential funding resources and administers grants; serves as a technical resource for assigned work personnel; provides responsible and complex staff support to the Director of Parks and Community Services. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Recreation/Community Programs Manager** is a division manager within the Parks and Community Services Department exercising full responsibility for planning, organizing and directing the work activities of the recreation/community programs division. This classification is distinguished from the higher level classification of Director of Parks and Community Services in that the Director has overall responsibility for management of the Parks and Community Services Department.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Director of Parks and Community Services. Exercises direct and indirect supervision over assigned professional, technical, and clerical staff.

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

- Oversees and/or participates in the development, implementation and maintenance of the division goals, objectives, policies and procedures; ensures that program goals are achieved.
- Plans, coordinates and reviews the work plan for recreation and community programs which may include program design, contract development and monitoring, and program site maintenance and repair; provides administrative and technical direction to lower level staff; ensures compliance with various reporting requirements.
- Coordinates in the selection and training of division personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate; recruits, hires and manages division staff; assigns work to division staff and office personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and

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procedures.

- Analyzes program services and evaluates changing and developing program needs; seeks out and applies for grants and donations for program funding; administers grants to ensure compliance with regulations. Prepares and administers annual budget for the division; monitors expenditures; coordinates division activities with agencies and non-profit services.
- Supervises and participates in the design, preparation and distribution of program publicity including press releases, brochures, pamphlets, flyers and printed schedules; represents the department on various community-wide and City committees.
- Prepares and provides complex reports, correspondence, staff reports, ordinances, and resolutions to the City Administrator, City Council, committees, City departments, outside agencies and the public; makes oral presentations and participates in organizational and community group meetings; responds to questions and inquiries, and investigates complaints
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

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 reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and face-to-face service. In addition, incumbents may be required to lift equipment and materials weighing in excess of 25 pounds.

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

Experience and Education: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Recreation/Community Programs Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of six (6) years of increasingly responsible supervisory experience in the delivery of human services, seniors' program, leisure time services, and/or recreation services, and the equivalent to a Bachelor's degree in Recreation, Business or Public Administration, or a related field.

License Required:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE, ABILITIES AND SKILLS:

(The following are a representative sample of the KAS's necessary to perform typical tasks of the position)

Knowledge of:

Recreation, cultural and leisure needs of youth, teen, adult, and senior populations of the community; procedures for planning, implementing and maintaining a variety of recreation and leisure time activities and programs through community participation; laws, codes and regulations relating to the provision of senior services; standard program evaluation methods and report writing procedures; principles of grant writing and administration; principles and practices of program administration including budgeting marketing, purchasing and program needs forecasting; principles and techniques used in supervision, training and performance evaluation.

Ability to:

Plan, assign and supervise the work of staff involved in administering grant funded programs, including establishing budgets, selecting contractors, monitoring performance and authorizing payment; understand the organization and operation of the assigned duties, other city departments and outside agencies as necessary to assume assigned responsibilities; evaluate community services needs and recommend alternatives and reach sound conclusions; plan, organize, direct and evaluate the work of subordinate staff; coordinate multiple projects, programs and cooperative ventures; supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; supervise, communicate clearly and concisely, both orally and in writing, including preparing/presenting various documentation and reports; and establish and maintain effective work relationships with City staff, elected/appointed officials, commissions, and the public.

Skill to:

Operate an office computer and a variety of word processing and software applications.