

Job Description

RECREATION MANAGER

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Management's vision is "to be open, responsive and accountable while serving the public with integrity."

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

General Purpose

The primary function of this employee is to plan, manage, supervise, direct, and evaluate the City's comprehensive recreation program, including all City facilities. Additionally, this employee implements long and short-range recreational planning objectives, program evaluation, and conducts community needs assessments. Responsibilities include planning, implementation, and monitoring of the division budget. The employee will oversee both recreation programs and facilities. An employee in this class may be assigned to other duties in the City's Community Services Department.

Essential Duties:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Manages the planning, development, implementation, evaluation, and promotion of comprehensive recreational programs and services.
- Supervises operation and maintenance of recreation and related facilities.
- Supervises program and facility staff members, including scheduling, training, evaluations, and hiring.
- Supervises scheduling of recreational facilities and requests and coordinates the use of non-City facilities.
- Coordinates programs and activities with schools, community groups, and other agencies to maximize services.
- Develops policies and procedures, programs, and objectives for leisure, recreational, cultural, and sports programs and recreational facilities.

- Develops, recommends and implements technical and operational procedures and systems to achieve improved economy and efficiency in recreation program operations.
- Prepares and monitors compliance with the division budget.
- Develops and monitors private and corporate sponsorships.
- Negotiates and monitors vendor and concession contracts and operations.
- Coordinates activities with program supervisors, city departments, and school districts, arranging resource and facility schedules.
- Meets and coordinates with community interest groups.
- Maintains financial records, including revenue and fees generated by programs, program operational costs, facility revenue and expense schedules, budget projections, and analyses.
- Makes periodic written and oral reports, including budget updates and projections, and special reports to the Parks, Recreation & Library Committee and City Council.
- Supervises implementation and enforcement of risk management and safety policies, regulations, and procedures.
- Monitors accident, incident, and emergency situation reports.
- Inspects and monitors all major programs, services, staff, and facilities on a regular basis to evaluate quality and efficiency of operations and systems and compliance with operational standards.
- Performs all work duties and activities in accordance with City policies and procedures.
- Other duties as assigned.

Minimum Qualifications

Bachelor's Degree in Recreation, Leisure Studies, or a related field. Seven (7) years of experience in a recreation management or related field, including three (3) years of supervisory experience and a valid Arizona Driver's License or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Objectives, philosophy, and implementation of municipal recreation program administration
- Purposes, use and benefits of general and specific recreational and specialized programs
- Planning, administration, organizational, scheduling, coordination, and promotional techniques related to recreation activities
- Management and supervision of recreation facilities
- Program budgeting and financial management
- Supervisory skills, employee evaluations, and training methods
- Public communications and promotional activities, community relations

- Federal (OSHA) regulations and city policies regarding risk management and safe work and recreational practices

Ability to:

- Follow and generate written and oral instructions
- Assess community needs for recreation activities
- Develop, organize, implement, promote, and supervise recreational activities, including staffing and scheduling
- Maintain facilities, equipment, and materials in good working order and safe condition
- Prepare and deliver oral and written reports, monitor attendance, activity, and financial records, and perform program surveys and evaluations
- Monitor spending levels and reconcile budgets
- Operate sports and recreational equipment related to specific programs
- Operate standard office equipment related to the position including a personal computer using program applications appropriate to assigned duties
- Operate equipment related to sports and recreational activities, which includes a motor vehicle
- Communicate effectively, to establish and maintain working relationships with the public and other employees

Supervision Received:

This employee works under the general supervision of the Community Services Director.

Supervision Exercised:

This employee supervises parks functions and staff, including full-time, part-time, contract and seasonal employees, as well as community volunteers.

Performance Aptitudes

Physical Ability: Tasks require sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate sports and office equipment. Tasks require body flexibility, agility, and stamina to supervise recreational and sports activities and facilities.

Sensory Requirements: Tasks require sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern and dispense verbal instructions and interact with the general public. Tasks require sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written material and instructions and discern, supervise, and react to physical activities.

Environmental Factors: The primary duties of this class are performed in a public building environment or an outdoor environment that may include working in adverse weather conditions.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.