

CITY OF WATSONVILLE

JOB TITLE: **Recreation Services Manager**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, direct and evaluate recreation and leisure programs for City residents. This job class receives minimal supervision within a broad framework of policies and procedures. Employees in this job class direct, coordinate, supervise, and formally evaluate the work of others. This job class is responsible for the successful accomplishment of a variety of recreation and leisure services/programs and functions at a full supervisory level of classification.

TYPICAL DUTIES

- Plans, organizes, directs, coordinates, and evaluates recreation and leisure services/programs to include playgrounds, day camps, teen activities, special events, competitive athletics, aquatics, preschool, developmentally disabled, senior adult activities, and special interest classes and activities
- Assists with recruiting, hiring, assigning, training, and evaluating the work of a variety of paid and volunteer support staff to include supervisors, coordinators, recreation leaders, sports officials, storekeepers, aides, and others
- Assesses community recreation needs and develops programs to meet those needs
- Prepares assigned program budgets and controls expenditures
- Oversees the preparation of publicity and program brochures for assigned recreation programs and special events
- Schedules the use of the City's recreation facilities and prepares appropriate permits
- Maintains accurate records on programs, staff, and facility usage
- Prepares reports, correspondence and applications related to assigned program functions and operations
- Determines and orders departmental supplies and supervises inventory
- Performs a variety of administrative support functions for the District
- Responds to citizen input and complaints
- Directs and coordinates registration for program activities
- Meets with community groups, recreation and youth agencies, and schools
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- a valid and appropriate California Driver's license, including a safe driving record

Knowledge of:

- philosophy, principles and techniques of providing public recreation and leisure services and programs
- recreational needs of the local community
- community organizations
- program budget preparation and expenditure control
- principles and practices of management including organization and management of work, effective supervisory practices, and staff development

Ability to:

- plan, organize, schedule, direct, coordinate and evaluate public recreation programs and services
- provide supervision and training to subordinate recreation staff and assistant personnel
- assess community recreational needs and develop programs to meet those needs
- prepare program budgets and monitor expenditure controls
- make effective public speaking presentations
- tactfully and courteously deal with community groups, residents, and representatives of other agencies in developing coordinated recreation programs
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of advanced educational study in public recreation or a closely related field and two years of increasingly responsible experience in recreational program planning and development in a supervisory or administrative capacity.