CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Recreation Manager **E-PLAN**
SG:E2-13
DEPARTMENT: Parks and Recreation **CS:N**
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Responsible for the planning, organizing, staffing, directing and control of the recreation division of the Parks and Recreation Department, including planning, budget control, work standards, staff training, staff supervision, community coordination, revenue production, leadership, program development and facility management

Provides managerial and leadership direction in all areas of City community recreation, including but not limited to: Aquatics, Sports and Enrichment programs and athletic facilities. Also works with other community recreation agencies for coordination of services. Provides presentations, education, advertising and recreation services.

SUPERVISORY RELATIONSHIPS:

Reports to the Director of Parks and Recreation and directs subordinate Recreation Supervisors and Managers within their group area. Works independently to support the mission of the Department in accordance with Federal, State, and City laws and regulations, policies, and labor agreements. Serves as a member of Department Management/Administrative Team. In the absence of the Director, may assume managerial responsibility for the Department.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides management and leadership direction to the Recreation Division including program development, management and operational oversight. This function includes personnel administration, budget control, program marketing and promotion, general administrative functions project management, planning and all aspects of facility use for athletic facilities and special use recreation areas.

2. Oversees and delegates duties related to the hiring, safety, training, performance standards, performance appraisals and evaluation and support of Recreation Division staff. Develops and implements training and orientation programs for staff. Develops division policies and procedures and ensures compliance with City and Departmental policies and procedures.

3. Develops and controls division budget based upon projected expenses and revenue expectations. Consolidates and produces annual Recreation Division budget including: Administration, Aquatics, Sports and Enrichment. Controls expenditures and monitors revenue production through fees or alternate revenue sources.

4. Coordinates community wide recreational promotional brochures and department information. Responsible for presentations to groups, writing press releases, pursuing

media support, developing promotional and sponsor packages and implementing the division's marketing plans. Serves as media contact for division. May serve as media contact for department in the absence of the Director.

5. Negotiates and monitors leases and contracts with recreation service providers. Develops and monitors recreation plans, policies, procedures, program evaluations, community surveys, and other division functional operations. Prepares reports and records of division activities.

6. Manages special projects as assigned. Projects could include but are not limited to facility development, program and event development, promotional packages, administrative packages and community stakeholder coordination.

7. Responsible for managing the maintenance of Recreation Division athletic facilities, buildings, and grounds, including planning, designing and project management for renovation and repair. Establishes materials, equipment and supplies standards.

8. Develops and maintains comprehensive plans for the development or maintenance and operation of athletic and recreational facilities. Develops and executes community needs assessments and implements strategic plans to meet community recreational needs.

9. Coordinates division planning activities with key staff within the Parks and Recreation Department and other City departments. Works with division supervisors and managers to prioritize and develop workload planning and work schedules.

10. Oversees community use of City athletic facilities including Bloedel Donovan Community Building, Arne Hanna Aquatic Center, Civic Stadium, Joe Martin Stadium, Depot Market Square and Woodstock Farm.

ADDITIONAL WORK PERFORMED:

1. At the direction of the Parks and Recreation Director acts as liaison to other community organizations to assist recreation development within the community. Provides expertise in working with organizations to encourage community-based recreation.

2. Participates on the department administration team, department work groups, community councils, advisory committees and city appointed projects.

3. Assists Director in other tasks as assigned.

4. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

– Working knowledge of Parks and Recreation philosophies, with emphasis in the area of community recreation services.
– Staff roles and organizational needs to allow for division to accomplish its goals in a changing environment.
– Knowledge and ability in fiscal and resource management, including cost analysis, budget analysis and revenue development.

- Working knowledge of relevant government and/or community institutions, organizations, and City policies and procedures governing work performance.
- Working knowledge and ability to operate a variety of computer software programs for spreadsheets, cost accounting, promotional material and word processing.

Skill in:
- Management skills, including leadership and supervisory skills, problem analysis and decision making, planning and organizing, interpersonal sensitivity, management control, adaptability, flexibility, stress tolerance and time management.
- Excellent oral communication skills for working effectively with a diversity of personnel, public officials, and citizens.
- Proficient writing skills including report writing.

Ability to:
- Develop long-term and short-term plans, strategies and programs.
- Make sound decisions on administrative matters and technical problems.
- Establish and maintain effective working relationships with subordinates, peers, City officials and the public.
- Reconcile divergent public interests relating to the recreation service provision.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally traverse uneven terrain;
  - Occasionally transport objects weighing up to 35 pounds.

WORKING ENVIRONMENT:

Work is performed in an office setting at a computer workstation, in recreation facilities and outdoor locations to supervise performance of Division staff, recreation programs and/or projects. This is a position with minimal to moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Parks and Recreation Administration with a recreation emphasis or related field.
- Five years of experience in recreation program delivery and services.
- Three years supervisory/management experience with responsibility for oversight of diverse recreation services.
- Training and work experience in municipal recreation preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- CPR and First Aid Certification or ability to secure certification within six months of hire.
- Valid Washington State driver's license and good driving record. Candidates must

submit a three-year driving abstract prior to hire.

– Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.

PREPARED BY: Craig B. MacConnel
November 25, 1978

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