

CITY OF OJAI
RECREATION MANAGER

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Recreation Department including recreation, special events, community outreach, facilities, and parks landscape services; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Recreation Department services and activities including recreation, special events, community outreach, facilities, and parks landscape services.

Manage the development and implementation of Recreation Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Recreation Department to other City departments, elected officials, and outside agencies; explain and interpret Recreation Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Recreation Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, and coordinate the Recreation Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Recreation Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Recreation activities with those of other departments and outside agencies and organizations.

Supervises recreation staff and volunteers, including providing timely performance evaluations; recommends and implements approved discipline; provides staff and volunteer development; and maintains high standards necessary for efficient, professional operations; participates in labor negotiations.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Recreation programs, policies, and procedures as appropriate.

Serves as staff and advisor to the Parks and Recreation Commission and the City Council.

Administer Department capital improvement projects including drafting requests for proposals and preparing bid documents.

Administer and monitor capital improvement projects for various Parks and Recreation Facilities, as needed; manage and promote revenue sources for the Department, including user fees, grants, and donations; prepare and administer State, Federal, and private grants.

Administer contracts with school districts, contractors, and private individuals; ensure adherence with contract provisions.

Serve as a member of the Emergency Operations Center team, act as the Care and Shelter Officer for the City.

Plan and participate in special events and various recreational activities including setting up equipment, organizing staff, events, and participants, delegating duties, driving 15-passenger van and other City vehicles, operating equipment, cleaning up, and tearing down.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks, recreation, and community services.

Respond to and resolve difficult and sensitive inquiries and complaints.

Perform related duties and responsibilities as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of comprehensive recreation and parks programs.

Modern principles, management practices and techniques of Recreation Management,

programming and resource development including park, recreational, cultural, prevention, sports, and community-wide activities.

Modern operating principles, practices and techniques of Recreation and Facility Management.

Recreational, cultural and social needs of all age groups and people of diverse backgrounds.

Principles, practices, and trends of recreation programs.

Organization and management practices as applied to the analysis and evaluation of recreation and parks programs, policies, and operational needs.

Modern and complex principles and practices of recreation and parks program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Recreation Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient parks and recreation services.

Effectively formulate, organize, and manage sound divisional policy in the areas of recreation programs.

Interact with citizens, employees, contractors, and volunteers in an effective way that produces positive results.

Implement City Council direction.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

Prepare clear and concise administrative reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of parks and recreation goals.

Research, analyze, and evaluate new parks and recreation service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to parks and recreation programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and/or experience that would provide the required knowledge, skills, and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible experience in an applicable field, including two years of experience in a supervisory or management capacity.

Training:

Bachelor's degree from an accredited college or university with major course work in recreation, public administration, business administration, or a related field. A Master's degree is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, and chemicals;; ability to travel to different sites and locations.

Effective Date: July 2023