

**CITY OF MILLBRAE  
CLASSIFICATION SPECIFICATION**

**RECREATION SERVICES MANAGER  
JANUARY 2017**

**Definition:** Under general direction, performs work necessary to the effective management of a portion of the City's overall recreation facilities and programming services in the community.

**Distinguishing Features:** This classification is distinguished by the extent of planning, organizing and supervising skills required of an incumbent in developing the details for future programming activity while implementing and supervising current programs on short-term seasonal cycles. An incumbent is assigned responsibility for a portion of overall recreation center services, etc. An incumbent's assigned portion or the contents of an incumbent's assigned portion may be rotated or altered from time to time in response to changing service needs and resources.

**Essential Duties:** The Recreation Services Manager is responsible for, but not limited to:

- \* **Program Planning and Evaluation:** Plans new recreation programs and services and evaluates existing programs for potential alterations, continuance or discontinuance. Continually evaluates information and ideas for new or improved programming provided by participant and public suggestions, experience with existing programs, current events and/or formal needs assessment tools. Updates program content to assure currency and relevance. Participates in determining the components of overall recreation services to be provided in response to seasonal and clinical community service needs.
- \* **Program Funding:** Prepares budget requests and grant applications to obtain funding for service programs. Describes program service groups, justifies program need, prepares projections of revenues and costs and participation. Prepares support documents to accompany budget requests and grant applications such as descriptions of staff services, supplies and materials, equipment and facilities needed by requested program services. Researches and seeks new funding sources for programs.
- \* **Program Implementation:** Arranges publicity, obtains staffing, reserves facilities and equipment, places orders for supplies and materials, coordinates and monitors all activity in preparation for implementing program activity. Prepares information for publicizing programs, arranges for the appropriate and timely dissemination of publicity; recruits, selects, hires, orients and trains program staff; secures contracts, permits, licenses and other legal authorizations as required by program operations; arranges for obtaining facilities and the placement of orders for equipment, materials and supplies. Coordinates and monitors all activity preparatory to program implementation.
- \* **Program Supervision:** Schedules and supervises program staff and associated activity. Assigns work, checks and monitors employee performance, resolves program work problems, prepares employee evaluations at appropriate times, receives and resolves complaints about program staff, takes and recommends disciplinary action as appropriate. Monitors program budget information, adjusts as necessary. Provides periodic written and/or verbal reports on program activity. Assures delivery of equipment and materials and otherwise supervises all program activity.
- \* **Community Relations:** Coordinates program activity with other regional or community groups providing similar services or using common facilities. Meets with groups, discusses program plans, resolves conflicts and duplication, shares information and resources. Makes presentations to civic and other groups on recreation services and topics. Attends departmental, city, professional and other recreation related meetings and events.
- \* **General:** Writes reports and correspondence, performs work on assigned projects and performs other assigned duties necessary to the effective management of recreation services which are consistent with the scope of responsibilities of the classification.

## **Minimum Qualifications:**

**Knowledge of:** Principles, practices and methods of planned recreation; principles of effective supervision and scheduling of personnel; recreational activities suitable for all age groups; recreation center functions and uses; and safety and first aid techniques.

**Ability to:** Plan, evaluate and supervise recreation program operations; analyze resource needs, prepare budget and grant applications; organize and direct the activities of staffing, participants and others involved in recreation activities; deal courteously and effectively with a variety of people of all ages; schedule and supervise employees and volunteers; prepare clear and accurate written narrative and numerical records, reports and correspondence; and train and instruct others in program procedures.

**Education and Training:** Equivalent to graduation from an accredited four-year college or university with major work in recreation, physical education or a closely related field.

**Experience:** Two years of full-time responsible professional experience as a leader in group or recreational activities. Part-time experience may be accumulated to achieve the equivalent of two full years.

**License:** Possession of a valid California Driver's License.