

CITY OF LAKEWOOD

JOB DESCRIPTION

RECREATION MANAGER/C0124

Job Title / Job Code

Executive/C08S

Occ. Group / Level

Director of Community Resources

Title of Immediate Supervisor

Comm Resources/Recreation

Department/Division

November 7, 2009

Effective Date

JOB SUMMARY

This division management position is responsible for the overall direction, management and coordination of the Recreation Division within the Department of Community Resources.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES (This job description does not intend to list every function of the position.)

ESSENTIAL FUNCTIONS

Prepare and/or present information to Mayor and City Council as needed.

Coordinate with other staff in the Department of Community Resources and other City staff to maximize resources and maximize coordination throughout the City.

Develop, manage, and administer the budget for the Recreation division.

Serve as a member of the department's Management Team.

Provide leadership and direction to regular full-time and temporary part-time recreation staff to include recruiting staff, writing performance reviews, participating in salary recommendations, disciplinary actions, etc.

Provide leadership to the supervisory staff of the Recreation division.

Provide overall leadership for all Lakewood recreation programs and facilities.

Completes regularly scheduled planning and review sessions; coordinates work plans with team members.

Consults with service providers within the community regarding potential partnerships, collaborations, etc.

Develops agendas for and conducts all division staff meetings.

Develops and implements ongoing program development/evaluation systems.

Develops annual work plans that promote the mission and goals of the Department of Community Resources.

Develops business relationships and networking systems with various community agencies and organizations.

Serves as active member of designated committees, advisory boards, task forces, etc. in order to enhance service to the community.

IMPORTANT FUNCTIONS

Plans and facilitates workshops and presentations, as needed, to support the City, the Department as well as Recreation programs and services.

Conducts and/or coordinates training for assigned personnel to ensure and maintain high standards of service.

Performs other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

Supervision Received:

Receives general supervision from the Director of Community Resources.

Supervision Given:

Supervises a variety of regular as well as temporary staff, including supervisory staff.

ESSENTIAL QUALIFICATIONS (Knowledge, Skills and Abilities)

Education:

Bachelor's Degree from an accredited college in Recreation, Parks and Recreation or a related field.

Prefer a record of continuing education towards a Master's degree.

Experience:

At least five years supervisory experience in Parks and Recreation.

Extensive experience with budget management.

Experience developing and making presentations to a wide variety of internal and external audiences.

Experience in a variety of aspects of recreation operations.

Any equivalent combination of education and experience that provides evidence of the required knowledge, skill and abilities will be considered.

Licensure/Certification/Registration:

Valid driver's license and good driving record.

Other Knowledge, Skills and Abilities

Ability to model professionalism to all division staff while establishing similar standards amongst division staff.

Ability to maintain high-level knowledge regarding management trends in field of recreation.

Knowledge sufficient to be innovative in alternative resources funding strategies.

Knowledge of recreation programming and its function within the community.

Ability to promote and attract audiences for programs and facilities.

Ability to work independently and as an effective team member.

Ability to demonstrate support for the city's Performance Review and Development process.

Ability to oversee a varied group of employees and demonstrate respect for individuality.

Ability and motivation to create an inclusive, respectful and equitable work environment committed to increasing the diversity of staff.

Ability to develop, manage and support customer service programs.

Ability to continually demonstrate strong time management and organizational skills.

Ability to demonstrate problem-solving and negotiating skills.
Ability to demonstrate excellent oral and written communication skills.
Ability and willingness to work any hours, to include early mornings, evenings and nights, weekends, etc.
Criminal background check is required.

PHYSICAL AND MENTAL REQUIREMENTS

PHYSICAL REQUIRMENTS

Lifting and Carrying:

Occasional lifting required typically not exceeding twenty five pounds.

Pushing and Pulling:

Minimal amount if any.

Body Positions:

Sitting some of the time as well as moving about numerous City facilities and other off-site locations.

Hearing:

Must hear telephone conversations and audible signals from equipment, such as the two-way radio system and the personal computer.

Must be able to respond to inquiries by telephone and in person.

Vision:

Employee uses vision to read hand written documents and enter data into a computer.

MENTAL REQUIREMENTS

Mathematics:

Must be able to comprehend and explain complex budget and grant issues.

Remembering:

Must remember meetings, deadlines, policies, procedures and multiple details.

Ability to remember performance review dates, special requests, numerous projects and desk assignments.

Language Ability:

Must have excellent reading comprehension with ability to interpret City of Lakewood policies and procedures.

Ability to communicate effectively through speech and written word with a wide variety of people (employees, citizens, a range of diverse groups.)

