



## JOB DESCRIPTION

### Recreation Manager

**Date Prepared:** March, 2020

**SUMMARY:** Under administrative direction, manages and oversees the operational functions of the City's recreation and library services, programs and events; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Develop, implement, and oversee recreation and library services, programs and events.
- Train and evaluate assigned staff.
- Supervise staff in the planning, development, marketing, operation, implementation, and evaluation of services programs and events.
- Coordinate activities with other divisions, departments, and agencies.
- Develop and monitor recreation, library and special event budgets.
- Develop, implement, and monitor all division programs, classes, sports, camps, and special events.
- Attend and participate in the Community Services Advisory Committee meetings and other City or department meetings as requested.
- Maintain confidentiality of work-related issues and City information.

#### MINIMUM QUALIFICATIONS:

##### **Education, Training and Experience Guidelines:**

Bachelor's degree in Recreation Administration, Library Science or a closely related field AND five years professional recreation administration experience, including three years of supervisory or management experience is required; OR an equivalent combination of education, training and experience.

**Knowledge of:**

- City policies and procedures.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of contract administration.
- Principles and practices of recreation operations and program administration.
- Principles and practices of library operations and program administration.
- Principles and practices of public relations and marketing.
- Principles and practices of public finance.
- Principles and practices of conflict resolution.
- Principles and practices of project management.
- Principles and practices of strategic planning.

**Skill in:**

- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with the City Manager, Deputy City Managers, City Council, department heads, managers, supervisors, employees, vendors, contractors, businesses, schools, external public and private agencies/organizations and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date