

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Recreation Manager

E-PLAN

CLASS TITLE: Department Manager I

CS:N

FLSA:N

DEPARTMENT: Parks and Recreation

EEO4CODE:OA

JOB SUMMARY:

Responsible for recreation division management, planning, budget control, work standards, staff training, staff supervision, community coordination, revenue production, leadership, and program development.

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

SUPERVISORY RELATIONSHIPS:

Reports to the Director of Parks and Recreation and directs subordinate Recreation Supervisors 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.

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 facility use.
 - a. Personnel Administration: Responsible for 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 employee compliance with City and Departmental policies and procedures. Monitors payroll, professional services contracts and the tracking of retirement, union, and FLSA compliance.
 - b. Budget Control: 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.
 - c. Promotion: 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.

- d. General Administration: 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.
- e. Project Management: Supervises special projects as assigned. Projects could include but are not limited to facility development, program development, promotional packages, administrative packages and community coordination.
- f. Planning: Coordinates division planning activities with key staff within the Parks and Recreation Department and other City personnel. Works with division supervisors to prioritize and develop work load planning and work schedules.
- g. Facility Use: Responsible for scheduling for the community use of City and School District athletic facilities, including but not limited to Bloedel Donovan Community Building, Arne Hanna Aquatic Center, Depot Market Square and Woodstock Farm

ADDITIONAL WORK PERFORMED:

- 1. At 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.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- A working knowledge of Parks and Recreation philosophies, with emphasis in the area of community recreation services.
- 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.
- Awareness of 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.
- A working knowledge of relevant government and/or community institutions, organizations, and City policies and procedures governing work performance.
- A working knowledge and ability to operate a variety of computer software programs for

- spreadsheets, cost accounting, promotional material and word processing.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability and willingness to maintain regular and punctual attendance.
- Physical Ability to perform the essential functions of the job, including:
 - Fine finger dexterity to manipulate computer keyboard, mouse, files and papers;
 - Correctable visual acuity to read a computer screen and a typeset page;
 - Communicate verbally, in person and by telephone;
 - Transport objects weighing up to 35 pounds;
 - Occasionally traverse uneven terrain.

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.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelors's degree in Parks and Recreation Administration with a recreation emphasis or related field.
- Five years of experience in recreation services.
- Three years supervisory/management experience with responsibility for oversight of diverse recreation services.
- Training and work experience in municipal recreation preferred.

NECESSARY SPECIAL REQUIREMENT:

- CPR and First Aid Certification or ability to secure certification within six months of hire.
- Valid Washington State driver's license required and good driving record. Candidates considered for hire must submit an abstract of their driving records for past three years at time of hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.

PREPARED BY: Craig B. MacConnel
November 25, 1978

REVIEWED BY: _____
Leslie Bryson, Director Parks
& Recreation

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August 1997
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