

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Recreation Manager	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 38

**Definition:** To plan, organize, direct, and coordinate Recreation Division program areas in order to provide, operate, and maintain adequate facilities and programs for leisure service activities of the community, including, but not limited to, preschool, youth, teen, seniors, cultural arts, sports, aquatics, special events, and environmental education; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance to the Assistant Community Services Director.

**Distinguishing Characteristics:** This single-class position receives general direction from the Community Services Director or Assistant Community Services Director. Exercises direct and indirect supervision over assigned clerical, technical, professional, and supervisory personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assists in the development and implementation of departmental goals, objectives, policies, and procedures.
2. Organizes and manages the personnel, facilities, and other resources of the division, including setting and evaluating divisional objectives, policies, and procedures.
3. Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations; evaluate staff.
4. Assures fiscal soundness of the division by developing, justifying, and administering division budget, including analyzing expenses and setting rates and fees; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies.
5. Represents the division at professional, community, and advisory committees and organizations; provides staff support as necessary.
6. Ensures departmental consistency as it relates to work practices, program procedures and guidelines, and resource allocation.

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7. Analyzes and prepares reports for City Council and attends meetings as necessary.
8. Prepares complex written reports and documents.
9. Assesses community recreational interests in order to design and implement appropriate programs and assists with the assessment of facility needs in order to recommend additional facilities or renovation of existing facilities.
10. Develops and maintains effective working relationships with other community organizations to coordinate provisions of recreational facilities and programs.
11. Gains public awareness of City recreational facilities and programs through public relations efforts.
12. Informs and assists the Parks and Recreation Commission, Senior Advisory Committee, and Youth Advisory Committee.
13. Performs other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of urban recreation management and procedures, City governmental structures, and organization; prepare and administer a divisional budget; recreational programming and human resource management; communicate effectively orally and in writing; select, train, and motivate departmental personnel.

Ability to: Assess community recreational needs and develop and implement programs and policies to meet identified needs; coordinate recreational programs and policies with Council, commissions, management, local businesses, and the community; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; prepare complex reports and make effective public presentations; work with employee groups in resolving problems; communicate clearly and concisely, both orally and in writing; operate applicable computer hardware and software applications.

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**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of increasingly responsible professional recreation experience, including at least two years at a supervisory level; possession of a bachelor's degree from an accredited college or university with major course work in recreation administration or related field.

**Required Licenses or Certificates:** Possession of a valid California Driver License.

Established: February 1981

Revised: April 2019

HRD/CLASS SPECS

Recreation Manager