

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Recreation Services Manager**

**Division:** Recreation & Community Services

---

### **Summary:**

Under general supervision, plans, organizes and manages programs of the Recreation and Community Services Division, in accordance with District policies and procedures. Performs general administrative tasks and coordinates facility operations for comprehensive recreation and community service programs, including program development, evaluation, policy development, implementation and budgeting.

### **Essential Duties and Responsibilities:**

- Plans and supervises a broad range of recreation programs and leisure services at District facilities and community locations, evaluating programs and services and reviewing staff recommendations.
- Coordinates and works with recreational and civic groups to encourage program formulation, participation, and use of district facilities.
- Formulates and recommends program policies, goals and objectives, guidelines and service levels.
- Prepares and administers the section budget.
- Reviews equipment and supply needs and recommends equipment purchases.
- Confers with school and community officials about facilities and program requirements.
- Develops and maintains section's promotional material and publicity methods.
- Applies sound judgment in resolution of problems related to activities and services.
- Reviews operating activity reports and other documents from staff, and develops reports and summaries of program activities and services, identification of trends, potential problems, and recommendations to alleviate deficiencies and problems.
- Investigates and responds to requests, suggestions, or complaints concerning section's services.
- Inspects District and other community recreation facilities.
- Confers with division Administrator on section needs, programs, and facilities.
- Plans, assigns the work, and manages subordinate professional, technical, and clerical employees in the provision of recreation and community services activities.
- Establishes and maintains working relationships with other Division staff, volunteers, advisory councils, school and community officials, commissions and community organizations.

### **Other Duties and Responsibilities:**

- May operate District vehicle to travel to various facilities and meetings.
- Performs other related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

#### **Education/Experience:**

Bachelor's Degree with emphasis in Recreation or a closely related field; five (5) years of full time experience in recreation, including three (3) years of supervisory experience; or an equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze and interpret technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from the public or regulatory agencies. Ability to communicate effectively in written and oral form. Ability to present information to top management and the public. Spanish fluency desirable.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to develop, analyze, and track budgets.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables. Ability to apply sound judgment in problem solution.

**Certificates and Licenses:**

California Driver's License. Certified Park & Recreation Professional (CPRP) or Registered Recreator (RR) desirable. First Aid and CPR certificates within six months of employment.

**Supervisory Responsibilities:**

Directly supervises several employees including subordinate supervisors. Responsible for the overall direction, coordination, and evaluation of several units within the Recreation and Community Services Division. Carries out supervisory responsibilities in accordance with District policies and applicable law. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\* While performing the duties of this job the employee is occasionally exposed to moving mechanical parts and outdoor weather conditions. The noise level in the environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to walk or sit; use hands to finger, handle, or feel. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to lift up to 50 pounds. The vision requirements include close and distance vision.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Title: Rec. Serv. Manager  
JD3002 Reviewed 7/06

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*