



Job Title: <u>Parks & Rec Manager - Recreation Facilities and Programs</u>		Job Number: 5008
Job Classification: <u>Management / Supervisory</u>		
Reports to: Director of Parks and Recreation	Department: Parks and Recreation	Pay Grade: 132 Exempt

PRIMARY DUTY: Under general supervision, manages the Recreation Facilities and Programs Division of the Parks and Recreation Department; directs recreation staff, community facilities and sports venue operations; manage child care operations and ensure standard compliance; promotes and manages recreation programs; evaluates community needs and develops new recreation programs, program enhancements and financial strategies to meet the needs of the community.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages and evaluates the staff and functions of the community centers and athletic venues; directs recreation programs and projects, including community centers, senior centers, athletic fields and other recreational venues; assures activities are in compliance with all laws, policies and regulations.
- Evaluates community and department needs and develops strategies and methods to meet those needs.
- Develop and manage recreation budgets. Analyzes financial and resource information
- Plans and manage recreation strategies and development projects; assures issues are properly addressed and resolved.
- Assures safety protocol and procedures of recreational facilities, program participants and child care operations.
- Provides leadership, direction and guidance in operational plans and priorities; reviews and approves contracts, agreements, plans and reports; manages the collection, analysis and reporting of operational data; assures that quality standards are met and appropriate services are provided.
- Coordinate with governmental agencies; research and secure grant opportunities and manage partnerships with community organizations
- Coordinates strategies to integrate projects and services with federal, state and regional organizations and City departments.
- Promotes recreation programs and services to local community agencies, advocates and citizen groups.
- Assures effective communication of recreation issues with City management, department director and citizens; interprets and explains federal and state rules and regulations and City codes and ordinances;
- Directs the activities of the management staff; plans, prioritizes and assigns tasks and projects; instructs and trains staff, monitors work, develops staff skills and evaluates performance; analyzes workload trends and implements staffing and assignment adjustments.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- May be required to respond afterhours, including holidays and weekends, in the event of a departmental or City wide emergency.
- Driving is essential.

KNOWLEDGE AND SKILLS:

Knowledge:

- City organization, operations, policies and procedures.

- State and Federal laws governing public recreation facilities, including OSHA requirements.
- Policies, rules and regulations governing the conduct and safety of public recreation programs.
- Recreation program planning, best practices and evaluation principles.
- Principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, contract management, customer service and personnel rules.
- Techniques and practices for efficient and cost effective management of resources.
- Environmentally responsible and resource-efficient grounds and facilities maintenance techniques.

Skill in:

- Directing and coordinating municipal recreation programs and operations.
- Interpreting and explaining federal and state rules and regulations and City policies and procedures.
- Developing and managing plans, budgets, policies and procedures.
- Assessing community needs and developing recreation programs to meet needs and requests.
- Managing staff, delegating tasks and authority and coaching to improve staff performance.
- Analyzing problems, resolving disputes and grievances and developing effective solutions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Preparing, reviewing and presenting management reports.
- Reading and interpreting designs, estimates, plans and specifications for development projects.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with City employees, officials and representatives from other local, state and federal agencies.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Parks & Recreation, Business or Public Administration, or related field is required; AND five years of public sector Parks & Recreation program management experience; OR an equivalent combination of education and experience.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.
- Certified Parks and Recreation Professional (CPRP) training is preferred.
- Specific technical training and certifications may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

- The physical activity of this position
 - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
 - Reaching - Extending hand(s) and arm(s) in any direction.
 - Standing - Particularly for sustained periods of time.
 - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
 - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
 - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
 - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

- Grasping - Applying pressure to an object with the fingers and palm.
- Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
- Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position
 - Medium work. Exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- The visual acuity requirements including color, depth perception and field vision.
 - The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations of facilities or structures
 - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The conditions the worker will be subject to in this position
 - Work is performed primarily in an indoor setting or well-lit, temperature-controlled working environment; with some travel from area to area.
 - The worker is subject to both environmental conditions. Activities occur inside and outside with temperatures that may be below 32° or above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
 - The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee's Signature

Date

Employee's Printed Name

Employee Identification Number