



## **Title: Recreation Manager**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Community Services Director.

Exercises direct supervision over full-time, part-time employees, temporary or seasonal employees and volunteers.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- 5 years minimum of previous supervisory experience is preferred.
- Membership in the Arizona Parks and Recreation Association is preferred.
- Membership in the National Recreation and Parks Association (NRPA) is preferred.
- Certified Parks and Recreation Professional preferred.

### **JOB SUMMARY**

The purpose of this position is to manage and administer the City's recreation division. Plans, develops, manages, and evaluates activities, facilities, programs, personnel, and operations for the division; oversight of daily operations, budget administration and monitoring of related expenditures; leading activities to generate increasing revenue; assists in the design and construction of Parks and Recreation facilities; and manages the scheduling of park and school facilities; provides complex staff assistance to Community Services Director; manages large complex projects which cross departmental lines and require special skills in dealing with City departments, community groups, and not-for-profit agency boards and executive staff; heavily involved in policy-making; performing in role of department director in times of Director's absence; participates in and sits on boards and committees representing the interests of the City and the department; establishing short and long range strategic plans; developing and implementing program goals and objectives; overseeing acquisition and control of related program equipment, materials, and supplies; and establishing community partnerships to enhance delivery of services.



### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Prepares, administers, and monitors the annual budget, revenue and expenditures, and all policy and procedures for Recreation Division. Develops and administers program budgets; develops, administers, and monitors fees and charges in programs; develops capital improvement budgets, expenditures, and revenue for recreation facilities and community parks; researches, develops, and presents to Council policies relating to budget.
3	Administers and manages Park and Recreation facilities. Manages and directs all operations and maintenance at recreation facilities including RV Recreation Center, Community Center, Family Center and pools; manages and directs all programming and reservations in community parks, neighborhood parks and schools; assists in the CIP development; manages design and build process with architect and contractors for all recreation facilities and community parks; develops and implements business plans for facilities.
4	Manages, implements and evaluates quality recreation programs, activities, and facilities for citizens. Manages all functions of a comprehensive software system integrated with Finance and used in all recreation facilities; manages customer service for the department; handles and resolves complex or sensitive customer issues; develops and manages department policies and procedures; manages and directs all marketing efforts.
5	Works with outside agencies and businesses to develop and manage partnerships. Develops, manages, and administers contracts, IGAs and agreements with state agencies, school district, vendors, and contractors; serves as City representative community boards and not-for-profit organizations; develops and manages short and long term goals and strategic plans; develops and manages relationships with community partners, vendors, and contractors; represents the City at community and outside organization functions.
6	Works with citizens in various capacities. Manages and administers PLAY Peoria, Inc., with the non-profit foundation board; manages and administers a volunteer program; provides staff assistance and advice to Council-appointed Boards; surveys customers for input into programs and future projects.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b>					
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.					
<b>Sedentary</b>	<b>Light</b>	<b>X</b>	<b>Medium</b>	<b>Heavy</b>	<b>Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b>				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
<b>Office</b>	<b>X</b>	<b>Outdoors</b>	<b>Vehicle</b>	<b>Office and Field/ Plant/ Warehouse</b>
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, copiers and related software, and calculator.

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, safety vest