

CONEJO RECREATION & PARK DISTRICT

Job Title: Administrator, Recreation & Community Services

Division: Recreation & Community Services

Summary:

Under administrative direction, plans, directs, and manages the development and maintenance of a comprehensive Recreation and Community Services program, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Analyzes recreation needs and develops programs to meet the needs of the community.
- Interprets recreation policies for community groups or individuals and provides assistance to respond to their needs and interests.
- Coordinates recreation services with other service providers, community recreation and civic groups.
- Introduces new program activities, materials and equipment to division supervisors.
- Directs the investigation and response to requests, suggestions or complaints concerning recreational services.
- Represents the District in the community, with officials of other agencies, and at professional meetings as required.
- Prepares and administers the division budget and manages all expenditures and revenue of the division.
- Develops periodic reports for the General Manager concerning recreation activities and community services.
- Coordinates the acquisition of equipment and materials for recreation activities and furnishes administrative staff with specifications and data for purchase action.
- Develops recommendations for new or revised administrative policy.
- Manages the selection, supervision, training and evaluation of professional, technical and clerical staff.

Other Duties and Responsibilities:

- 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 increasingly responsible experience in an administrative, management, or staff capacity which has included three (3) years of budget preparation and control, fiscal management, program development, personnel administration and general administrative systems and procedures; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret complex documents, including the Master Plan and legal contracts. Ability to respond effectively to the most sensitive inquiries and complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Boards of Directors, governmental agencies or the public.

Math Ability:

Ability to work with mathematical concepts such as probability, statistical inference, and accounting principles. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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.

Certificates and Licenses:

Certified Leisure Professional (CLP) desirable. California Driver's License

Supervisory Responsibilities: This position directly supervises four (4) employees, including two (2) subordinate supervisors, with approximately 23 full time and 160 part time employees and contract individuals reporting to these subordinate supervisors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. 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 outdoor weather conditions. The noise level in the environment is 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 use hands to finger, handle, or feel; talk or hear. The employee is frequently required to sit and occasionally required to stand or walk over uneven terrain. The employee is occasionally required to lift up to 25 pounds. The vision requirements include the ability to focus and close vision.

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

Title: Administrator, Rec & Comm Svcs
JD3001 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.