

CONEJO RECREATION & PARK DISTRICT

Job Title: Recreation & Community Services Manager

Division: Recreation & Community Services

Summary:

Under general direction, plans, organizes and manages the programs and services of the Recreation and Community Services Division; coordinates facility operations for comprehensive recreation and community service programs, including program development and evaluation, policy development and implementation, and budgeting; and performs other duties as assigned.

Essential Duties & Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns and manages Recreation & Community Services Division facilities, programs and activities; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff.
- Establishes performance requirements, regularly monitors, evaluates and addresses performance and other related issues.
- Contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures; participates in forecasting section revenues and expenditures
- Conducts surveys and other forms of outreach and data analysis to determine recreational and human services needs of the community; analyzes needs as related to departmental programs, recommends new programs and the deletion of programs; develops comprehensive short- and long-term plans to satisfy future departmental programmatic, staffing and facility needs.
- Establishes program policies, goals and objectives, guidelines and service levels; develops, implements and enforces the facility use and security policies standards and guidelines.
- Reviews equipment and supply needs and requests and recommends equipment purchases.
- Liaises with recreational and civic groups, school districts and community officials about the use of school, community and District fields and facilities; researches and investigates partnerships for jointly-funded programs and services.
- Develops and maintains the section's promotional material and publicity methods.
- Applies sound judgment in resolving problems related to activities and services; empowers staff to resolve customer concerns using District guidelines.
- Reviews operating activity reports and other documents from staff and develops reports and summaries of program activities and services; identifies trends and potential problems and makes recommendations to alleviate deficiencies and concerns.

- Investigates and responds to requests, suggestions or complaints.
- Inspects District and other community recreation facilities.
- Confers with division Director on section needs, programs and facilities.
- Establishes and maintains effective working relationships with other division staff, volunteers, advisory councils, school and community officials, commissions and community organizations.

Other Duties & Responsibilities:

- May be required to drive a District or personal vehicle.
- Provides mentorship to subordinates.
- Serves on District and local committees.
- Participates during disasters or when emergency response is needed.
- Exempt employees may be required to work nights and weekends.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education and Experience:

A typical way to obtain the knowledge and abilities would be: graduation from a four-year college or university with a bachelor's degree with emphasis in recreation or a closely related field; and five years of full-time experience in recreation, including three years of supervisory experience; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to research and write reports, business correspondence and procedure manuals. Ability to conduct interviews and make formal and informal presentations at employee meetings and public forums and to diverse audiences. Ability to respond to common inquiries or complaints from the public or regulatory agencies. The ability to speak Spanish is 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 understand, interpret, explain and apply Board, state and federal laws, codes,

regulations, policies and court decisions governing the District's recreation, community services and facility-use programs.

Ability to research and analyze a variety of operational, organizational and personnel issues, collaborate with administrators, managers and staff and provide expert advice and counsel to develop solutions to complex issues.

Certificates and Licenses:

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance.
- Department of Justice fingerprint clearance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Proof of a negative TB skin test.
- Certified Park & Recreation Professional (CPRP) or Registered Recreator (RR) is desirable.

Supervisory Responsibilities:

This position manages multiple units within the Recreation and Community Services Division and performs the full range of supervisory responsibilities for assigned staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and may be required to work nights and weekends. The work environment is subject to low-to-moderate noise levels, frequent contact with internal and external customers, and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

Physical Demands:

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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, push or pull up to 25 pounds and occasionally up to 50 pounds. The physical demands will vary depending on unit. The vision requirements include close and distance vision.

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Revised 4/4/24

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.