



## **RECREATION PROGRAM MANAGER**

**FLSA: Exempt**

Grade 26 \$48,538.32 – \$77,661.31

### **GENERAL DEFINITION**

Position provides, planning and supervision of community activities, athletics programs, and special events. Position is responsible for the coordination and implementation of a variety of safe recreational programs designed to serve the leisure services and athletics program needs of the community. Work includes managing and supervising recreation program, inventory, and facilities.

### **ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops diverse recreation programs to provide all active community members with the opportunity to enjoy safe leisure services and activities.
- Leads the department marketing efforts, including news articles, social media, flyers, and press releases.
- Plans, organizes, and implements various recreational activities and special events; coordinates activities with other city departments, civic groups, and sports/recreation groups.
- Supervises, evaluates, and schedules assigned personnel and staff.
- Manages assigned facilities and ensures the safety and cleanliness of recreational equipment and teaching materials are maintained; routinely inspects recreational facilities and makes recommendations on the upkeep and upgrade of parks and facilities.
- Researches special projects and issues; assists with budget preparation and management, reviews and maintains accounts, reviews and approves receipts and budgetary expenditures.
- Serves as project supervisor for recreation programs and monitors facilities to ensure safety, cost-effectiveness, aesthetics, and compliance with city policies.
- Performs human resource management functions, e.g., interview selection, recommendation for disciplinary action, and performance evaluations.

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- Performs public relations activities and provides information to citizens, businesses, advisory boards, and related entities.
- Receives and responds to citizen inquiries and requests for additional or enhanced recreational and leisure services programming; develops new/modified programs according to anticipated population growth, changing demographics, and future interests of the community.
- Maintains current knowledge of trends and developments in public recreation and leisure services administration for application to functions undercharge.
- Requires regular attendance to scheduled work shifts.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of the principles and practices applied to the organization, management, and administration of municipal recreation administration.
- Knowledge of the objectives and ideals of public recreation, including a thorough understanding of activities applicable to a demographically and culturally diverse community.
- Knowledge of the principles and practices of recreational planning, development, delivery, and associated budget administration.
- Knowledge of the body of available and current information resources applicable to the division's functions for technical research purposes and for special projects as may be assigned.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, spreadsheet applications, and electronic records and file management.
- Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and City Administration.
- Ability to plan, assign, direct, and review the work of others in a manner conducive to full performance and compliance with established policies, procedures and regulatory standards applicable to the work.

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- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Interpersonal, leadership, planning, and management skills.
- Strong ability to communicate professionally verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

### **MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Bachelor's degree from an accredited college or university in Business, Public Administration, Leisure Services, Physical Education, or related field; supplemented by 3 years' experience in public recreation programs, or an equivalent combination of education, training, and experience. Requires First Aid and CPR certification to be complete within the first year of employment.

### **PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job

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functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of the minimum level of knowledge, skills, and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date