

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## RECREATION DIVISION MANAGER

### **JOB PURPOSE**

Under general direction, to plan, organize, and direct parks and recreation programs and activities; schedule and supervise staff and use of park facilities; assist in planning and developing future park sites and recreational programs; lead and develop Parks and Recreation Division to meet community needs and desires; and perform related work as required. This position is classified as middle management.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Plans, organizes and directs parks and recreation programs and activities.
- Schedules and supervises use of park facilities for organized team activities, participant groups and general public.
- Schedules and supervises recreational staff.
- Acts as City's liaison at organized group functions and interprets City policies as directed to the general public.
- Acts as City's liaison with various park commissions and committees.
- Maintains control of park recreational equipment and inventory.
- Plans special parks and recreational program and events.
- Assists in planning and developing future park sites and recreational programs.
- Assists in preparing budget recommendations and prepares various reports.

#### **Marginal Duties:**

- Provides on-site direction of park facilities and activities and collects user fees and deposits.
- Performs related work as required.

### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Two years work experience in parks and recreation programs; four-year college degree in recreation administration or related major is preferred. Possession of a valid California motor vehicle operator's license required.

**Ability to:** Plan, develop, and direct recreational programs; interact courteously and effectively with all age groups; work irregular hours to accommodate public needs; follow oral and written instructions and work independently.

**Knowledge of:** Recreational and sports activities and programs; principles of supervision; first aid and emergency procedures; proper safety methods in fields of activity; and some methods of publicity and promotion.

CITY COUNCIL APPROVAL DATE: October 21, 1987