

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: RECREATION SERVICES MANAGER**

**DEPARTMENT: RECREATION**

**BASIC FUNCTION:**

Under general direction, to plan, organize and coordinate the Recreation, Aquatics and Senior Services activities; provide highly responsible staff assistance to the Recreation Director and related commissions; and perform related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is a single incumbent position responsible for the overall management of all Recreation, Aquatics, and Senior Services operations, programs and staff. The incumbent reports to the Recreation Director.

**KEY RESPONSIBILITIES:**

Assist in directing and managing Recreation, Aquatics and Senior services; make recommendations regarding recreation and senior programs; oversee day-to-day recreation operations.

Prepare and administer the Recreation, Aquatics and Senior programs budget; monitor and approve expenditures within budget limits.

Develop policies, rules and procedures for the effective operation of the department, including establishing goals and objectives and priorities.

Manage employees through other supervisors; set goals and objectives; select, train and motivate staff; assess performance and make salary recommendations.

Supervise, train, and evaluate assigned staff.

Prepare periodic reports and news releases.

Attend meetings and provide staff support to the Parks and Recreation Commission and Senior Commission including the coordination, preparation and presentation of reports.

Respond to citizen complaints, suggestions, and requests for information about recreation and senior services.

Represent the Recreation Department at various meetings and participate in professional and community organizations.

Coordinate recreation activities with other city departments and divisions, and with outside agencies.

May serve as Recreation Director as required.

## **QUALIFICATIONS**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Knowledge of:**

- Principles and practices of organization, administration, budgeting and personnel management.
- Principles and practices of recreation, aquatics and senior services operations, procedures and resources.
- Principles and practices of planning and directing professional recreation work.
- Strategic management techniques and methodology.
- Research methods and techniques and methods of report presentation.

### **Ability to:**

- Plan and direct the development and operation of recreation and senior services.
- Deal with the public related to the administration and implementation of Departmental programs.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Select, supervise, train and evaluate assigned staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

## **EXPERIENCE AND EDUCATION**

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in recreation or related field.

Four years of professional experience involving the development, organization and implementation of a variety of recreation programs for all age groups, including two years of recreation program activity supervisory experience.

**SPECIAL REQUIREMENTS:**

Must meet State of California Tuberculosis test requirements.

If assignment involves working with minors, in accordance with the Health and Safety Code Section 10911.5 (a), cannot have any convictions related to drugs, sexual misconduct, assault or related offenses involving minors; and CA Penal Code Section 11165.9 requires responsibility to report suspected child abuse.

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: Apr. 5, 2002