



City of Des Moines, Washington

JOB DESCRIPTION



RECREATION MANAGER

Regular, Full-time

Salary Grade: E-27

FLSA Status: Exempt

Union Status: Non-represented

EEO Category: Professionals

Nature of Work

Under the general direction of the Community Services and Administrative Director, this position is responsible for planning, supervising, managing, administering and coordinating the activities and daily operations of the City's public recreation programs, events and facilities. This position, in conjunction with the Community Services and Administrative Director, will perform professional work in the development, organization, implementation and evaluation of a comprehensive public recreation program; short and long range departmental goals and objectives; general fund and capital project budgets planning and sustainability; customer relationships, marketing and promotions; grants, sponsorships and partnerships. The incumbent is responsible for hiring, supervision, scheduling and evaluation of regular full-time, part-time and extra-hire staff and volunteers.

Essential Functions

- Directs and coordinates the work plan for the Recreation Division including programs, sports, events and facilities management; assigns work activities, projects and programs within the Division; plans and implements system program and service improvements.
- Oversees the hiring, training, supervision and evaluation of full-time recreation personnel, temporary employees and volunteers; prepares schedules and assignments; supervises and coordinates office services; trains employees in safety procedures and ensures that all safety rules, regulations, and procedures are followed; implements any necessary disciplinary action after appropriate consultation with Human Resources; makes recommendations for termination.
- Identifies more effective methods of delivering programming; creates, adjusts and evaluates programming, based on efficiency, community need, and staff, to develop service goals and plans for recreational use of all department programs and facilities.
- Provides input to budget preparation for recreation budget; administers budget and monitors the authorization of expenditures; performs cost analysis and trend data, as needed.
- Identifies and develops alternative funding sources, to include grants, partnerships and sponsorships for programs and facility improvements.
- Participates in preparation of grant applications for submittal, develops content and grant narratives, maintains program data, gathers and compiles data and information, reviews application for accuracy and completeness, monitors compliance in accordance to grant requirements.

- Coordinates facilities and programs with other public agencies, organizations and other external partners.
- Coordinates support for PRSS and other City departments' programs and civic special events.
- Serves as technical advisor to Seattle Southside RTA Sports Tourism Committee
- Makes presentations to council and community groups.
- Assists in short- and long-range planning for a comprehensive citywide recreation program, as needed.
- Establishes and implements policies, procedures, and standards for the effective operation of the Division consistent with city policies and ordinances.
- Coordinates, approves, and monitors contract and insurance agreements for facilities and concessions; ensuring that contractual obligations are met.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, other government agencies, elected and appointed officials, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Current principles and practices related to the administration of a comprehensive municipal recreation program.
- Planning techniques and procedures for parks and recreation systems.
- Principles of customer service, conflict resolution, public relations and marketing.
- Effective personnel management techniques, and all applicable city policies and procedures.
- Budget planning, development, and control techniques.
- Sound purchasing and inventory control practices.
- Principles and practices of municipal budget preparation and administration.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; social media.
- All phases of recreation programming.
- Scheduling techniques and procedures for recreation facilities and leagues.
- Standard first aid, CPR, and bloodborne pathogen procedures.
- Pertinent federal, state and local laws, codes and regulations.

Skill and Ability to:

- Supervise the work of staff including coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplining staff.
- Establish and maintain effective working relationships with staff, other City employees/departments, City officials, and the public.
- Maintain effective working relationships with individuals and groups encountered in fulfilling job requirements.
- Develop and implement comprehensive procedures for the effective management of the city's recreation program.
- Interpret and explain policies and procedures established by administration or City Council.

- Prepare and administer large program budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Make timely decisions considering relevant factors and evaluating alternatives, exercising discretion and sound independent judgment.
- Create and meet schedules, time lines and work independently with little direction.
- Communicate clearly and concisely, both orally and in writing.
- Work effectively in a dynamic environment that is constantly changing, resulting in continually re-evaluating and shifting priorities.
- Ability to work both independently and within a collaborative team-oriented environment; contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus.

Education and Experience Requirements

- Bachelor's degree from an accredited college or university with major course work in recreation administration or related field and;
- Five years of increasingly responsible parks and recreation programming experience, including three years in a supervisory capacity.
- Master's degree in Parks and Recreation Administration or related field preferred.

Special Requirements

- Must obtain a valid First Aid/CPR card within three months of employment, and maintain throughout employment.
- Must be fully vaccinated against COVID-19 per Proclamation 21-14.1 prior to hire.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Environment: Work is performed at indoor and outdoor recreational facilities; travel to different locations; may be exposed to inclement weather conditions; work and/or walk on various types of surfaces, including slippery or uneven surfaces; may be required to work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.
- Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2021.