

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: RECREATION MANAGER

General Function:

Directs, supervises and oversees the recreation program and functions of the West Linn Parks Department. The professional position is responsible for year-round program, activities, development, coordination, operation and supervision of paid and volunteer staff. Position reports to the Director of Parks and Recreation. Position requires the setting of long and short term goals and objectives and budgeting for the recreation function.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Develops, schedules and implements the recreation program for the City of West Linn.
4. Plans, schedules, coordinates and supervises the budgeting for personnel, programs: including cost estimates and program fees. Develops and determines activities for year-round recreational program. Recruits, selects, assigns, evaluates and supervises paid and volunteer staff. Prepares budget for and oversees the ordering of supply inventory. Responsible for monitoring of budgetary expenditures and supplies within established budget.
5. Maintains program files, keeps accurate records, evaluates personnel and programs, prepares reports and acts as contract administrator on applicable contracts.
6. Contacts, trains and assigns duties to staff, volunteers and contractors for projects related to year-round recreation programs.

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7. Evaluates the work performance and assignments of recreation personnel. Responsible for the training and development of recreational staff.
8. Develops program goals including cost estimates, proposed program fees and marketing strategies.
9. Establishes schedule and supervises the receipt of registrations, sign-up of participants, handling of monies and receptionist responsibilities. Prepares and supervises all aspects of program publicity, including news releases, reports and mailings. Must have skill in writing management reports and public relations materials.
10. Coordinates City program with Community Education programs, the West Linn/Wilsonville School District, and the West Linn Senior Center, including scheduling of facilities with all groups.
11. Provides staff support to citizens committees and groups as assigned by the Director of Parks and Recreation.
12. Represents City of West Linn on regional recreation boards and committees and maintains professional effective working relationships with community groups, businesses and program participants and representatives of other agencies.
13. Develops and manages recreation budget in excess of \$150,000 annually.
14. Supervises paid and volunteer recreation personnel in conducting all aspects of the recreation program. This includes: discipline, promotion and termination.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Requires a Bachelor's Degree with a major in Recreation, Leisure Studies or related field and three (3) years progressively responsible experience in year-

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round recreational programming, including two (2) years in a supervisory capacity or equivalent combination of experience, education and training which demonstrates the knowledge, skills and abilities to perform the above described duties. Must be able to communicate clearly and effectively both orally and in writing.

b) Training:

- i) Must have ability to obtain a valid driver's license at time of appointment. May require a CDL, CPR and first aid certifications.

2) Supervision:

Received: Work is performed highly independently under the general direction of the Director of Parks and Recreation.

Exercised: Position has full responsibility for work of all recreational employees, both full and part time. Responsibility to negotiate and develop agreements for all contract instructors for year-round recreation program.

3) Communication:

Relationships outside the City organization are maintained with the West Linn/Wilsonville School District, Community Education program, regional recreation boards, sports leagues, City residents, media, contractors, volunteers and the general public. Communication may be complex in nature, such as negotiating a personnel services contract and may be of a confidential or sensitive nature.

4) Cognitive Functions:

Well-defined policies and procedures must be developed and maintained. Position routinely requires creativity, development and implementation of new programs, activities and publicity. Problems encountered are generally recurring but may require ability to solve difficult sensitive issues.

Program must be conducted within all State and Federal guidelines including OROSHA and other safety mandates. Errors could result in personal injury to program participants or employees and damage to private and public property.

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5) Working Conditions:

Physical risks exposed to are those personal injuries routine to recreation activities including inclement weather, cold and heat.

Position may have normal business hours with potential for additional hours during any specific program, depending on nature of activity. May be required to attend evening meetings, programs and events.

6) Resource Accountability:

Establishes, prepares, and oversees the budget(s) for the recreation program. Responsible for the safe operation, maintenance and training of staff in the use of City equipment and vehicles.

May commit City resources up to \$1,000, within approved budget, with two (2) signatures.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.