

City of  
**EDMONDS**  
Washington

**RECREATION MANAGER**

<b>Department:</b>	Parks, Recreation & Cultural Services	<b>Pay Grade:</b>	NR-12
<b>Bargaining Unit:</b>	Non-Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 2012	<b>Reports To:</b>	Parks, Recreation & Cultural Services Director

**POSITION PURPOSE:** Under general direction, develops, schedules and implements a comprehensive recreation program including: aquatics, athletics, camps, gymnastics, preschool and fitness activities for the City and surrounding service areas; manages the recreation facilities; prepares and administers grants; manages staff including training and evaluation; manages assigned budgets and revenue.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates, and reviews the work of assigned staff, assigns work activities and coordinates schedules, projects, and programs.
- Provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff, and coordinates and/or provides staff training.
- Manages the employment and hiring process and employee relations for assigned area.
- Manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary.
- Provides advice and counsel to staff, develops or assists with developmental work plans for staff; makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains and oversees assigned budgets including making recommendations to the annual budget.
- Monitors expenditures and identifies needs, reviews and approves reports, purchases, and payments according to established policies and practices and makes recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies.
- Develops schedules and implements a comprehensive recreation program.
- Works collaboratively with other agencies on program development and implementation.
- Manages and oversees staff program development and implementation and fee structures for programs and instructors.
- Markets programs including recreation guide, advertising and press releases.
- Researches grant opportunities; prepares grants and administers awarded grants.
- Manages the Frances Anderson Center, Meadowdale Clubhouse and Yost Pool facilities determining facility needs.

## **JOB DESCRIPTION**

### **Recreation Manager**

**DRAFT**

- Identifies and reports vandalism and safety and health hazards; purchases supplies, equipment and materials.
- Manages Frances Anderson Center tenant contracts and works with tenants regarding space needs, researches and determines rental fees; coordinates work with facility maintenance and parks maintenance.
- Works with the public on gifting opportunities.
- Investigates and responds to complaints and questions regarding facilities, programs, instructors and staff.
- Receives and approves scholarship applications; discusses accommodations for special needs programming and facility.
- Assesses risk management; meets with various vendors and procures required supplies and equipment.
- Assists the Director in the development and implementation of department goals, objectives, work plans and long-range plans; establishes division goals, objectives and priorities and assists with department project presentations.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training and in compliance with policies and quality standards while monitoring assigned operations and ensuring compliance with Federal, State and local regulations and policies.
- Implements policies and procedures and ensures the consistent application of rules and regulations.
- Serves as staff on a variety of boards, commissions, and committees and prepares and presents staff reports and other necessary correspondence,
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to areas of assignment; incorporates new developments as appropriate and assigned.

#### **Required Knowledge of:**

- Operational characteristics, services and activities related to recreational services and programs including business and industry principles and practices related to work assigned.
- City and Community Center recreation programs, activities and operations.
- Principles, practices and techniques of developing and implementing a comprehensive recreation program.
- Recreational needs of diverse community groups and programs in order to meet these needs.
- Up to date marketing principles and practices.
- Effective strategies for community fundraising and donations.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Federal, state and local laws, rules, and regulations related to assigned activities and programs.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Grant writing techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods and techniques.

## **JOB DESCRIPTION**

### **Recreation Manager**

**DRAFT**

#### **Required Skill in:**

- Developing, scheduling and implementing a comprehensive recreation program.
- Planning, developing and administering an annual division, operating budget and assisting with long-range capital improvement programs.
- Developing and implementing a variety of recreation programs and services that meet community needs.
- Administering contracts for services.
- Preparing, submitting, administering and monitoring grant proposals.
- Analyzing situations accurately and adopting an effective course of action.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Applying program/project management techniques and principles.
- Preparing and maintaining accurate records and reports.
- Planning and preparing various promotional materials.
- Developing and monitoring program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in Recreation and Leisure Management, Business Administration or related field and five years of experience in recreation and leisure management, recreation and leisure program development or similar related programs and services, preferably within a municipal or public sector environment, that includes two years of staff supervisory and budgetary responsibility for a major division or program; OR an equivalent combination of education, training and experience.

##### **Required Licenses or Certifications:**

Valid State of Washington Driver's License.

Must be able to successfully complete and pass background check.

#### **WORKING CONDITIONS:**

##### **Environment:**

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

##### **Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.

**JOB DESCRIPTION**  
**Recreation Manager**

**DRAFT**

- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

**Hazards:**

- Contact with angry and/or dissatisfied customers.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_