



Job Title	Recreation Services Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	17820

Class Specification – Recreation Services Manager

Summary Statement:	
<p>The purpose of this position is to manage, oversee and coordinate recreation and community services programs, operations and facilities within the Parks, Recreation and Cultural Services Department; to plan, direct and supervise the work of full-time and part-time staff; to oversee and coordinate the maintenance and repair of facilities and associated equipment including refurbishing, renovation and improvement projects; to assist in coordinating assigned activities with those of other departments, divisions and outside agencies; to provide administrative support to assigned staff; and to perform a variety of duties relative to assigned areas of responsibility.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Supervise operations of all City and joint use recreation facilities. Oversee and coordinate recreational and community services programs and activities which may include youth and adult athletics, swimming facilities, enrichment, fitness, educational programs and/or community center programs; direct the upkeep and maintenance of facilities and equipment.
20%	Create and support a culture of innovation and implement new ideas and strategies when appropriate, managing associated risks, evaluation and feedback loops. Provide responsible assistance to assigned higher-level management staff. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and community services administration.
20%	Oversee and direct the maintenance and repair of facilities and equipment; assist in coordinating capital improvement renovation and refurbishment projects. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.



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15%	Participate in the development and administration of the Division's and Department's annual budget; participate in the forecasting of funds needed for staffing, equipment, materials, and supplies; assist in developing bid specifications and contracts as assigned; monitor and approve expenditures; implement adjustments.
15%	Select, train, develop and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Direct and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures

Competencies Required:
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports; prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:



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Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: Five years of full-time responsible experience in administration of recreational and social programs, including two years of supervisory responsibility.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Valid, Non-probationary Colorado Driver’s License	Upon hire
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.



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Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Week
Noise and Vibrations	Several Times per Week
Physical Hazards	Several Times per Week
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2022