

CITY OF COVINA

PARKS AND RECREATION MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, manages, plans and directs the functions within the Administrative Division of the Parks and Recreation Department, including coordinating and supervising front office operations; processes all financial, personnel and payroll paperwork for the Department; supervises, trains and evaluates staff; supervises the Leisure Lifestyle class program and Cultural Excursion program; prepares and conducts staff meetings and safety trainings; oversees and participates in the Department's recruitment and selection process; makes recommendations on matters of general policy; tracks, reviews, analyzes, and coordinates division budgets for the entire Department; prepares the Department Budget submittal and attends budget meetings/sessions with City management and City Council; completes various financial reports; reviews and prepares City Council agenda items; oversees customer service and program registration; oversees Department operations in the absence of the Parks and Recreation Director; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Parks and Recreation Manager** is a single position advanced journey level class responsible for managing, coordinating and directing the functions within the Administrative Division of the Parks and Recreation Department. This class is distinguished from the next higher classification of Director of Parks and Recreation in that the latter has overall administrative responsibility for the Parks and Recreation Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Parks and Recreation. Exercises direct and indirect supervision over assigned staff and volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Oversees the functions within the Administrative Division of the Parks and Recreation Department, including coordinating and supervising front office operations; processes all financial, personnel and payroll paperwork for the Department; supervises, trains and evaluates staff; prepares and conducts staff meetings and safety trainings; oversees and participates in the Department's recruitment and selection process; makes recommendations on matters of general policy; oversees customer service and program registration; oversees the Department's clerical functions, which include typing department correspondence, memos, City View submittal, etc and proofreading of staff's work and publicity documents.

PARKS AND RECREATION MANAGER

Page 2

- Accepts responsibility for organizing and processing all financial paperwork for the Department, including, accounts payable, purchase orders, handling of petty cash, check refunds, cash receipting and reporting, credit card receipt reports, and collection on bounced checks.
- Processes payroll for the Department, including 13 full time, 30-50 part time, and 40 instructors; tracks part time employees hours; processes personnel paperwork for the Department, including recruitment requests and personnel actions for all positions; completes and processes paperwork for employee injuries; coordinates and participates in the recruitment and selection process for the Department, including reviewing candidate applications, conducting oral board interviews with the Human Resources Department for part time positions; participates in department interview panels.
- Supervises Leisure Lifestyle class programs and Cultural Excursion programs; supervises, assigns and directs the work of a full time Recreation Coordinator; makes decisions on program policies, procedures, etc.
- Coordinates, tracks, reviews, and analyzes division budgets for the entire Department; compiles budget submittals; coordinates entire department budget and submits to the Finance Department; attends budget meetings with Finance and City Council budget sessions; completes various financial reports; completes year-end financial memos.
- Trains and evaluates staff in assigned program areas; assists in coordination of annual department in-service; develops and coordinates updates to staff handbooks; presents materials during training sessions; conducts staff meetings and safety trainings; provides assistance and support services to other department staff.
- Oversees customer service; coordinates and supervises customer service delivery, including program registration; responds to public inquiries about programs made by telephone, mail or email; resolves problems and complaints.
- Reviews and prepares City Council agenda items.
- Oversees Department operations in the absence of the Director of Parks and Recreation.
- Completes special projects as assigned by the Director of Parks and Recreation; orders and maintains inventory of office supplies and uniforms for the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and equipment weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Parks and Recreation Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of broad and extensive experience in recreation program supervision, coordination, and management, including at least two years at a supervisory level, and a bachelor's degree in recreation, administration, physical education, or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and techniques of organization, office management, supervision and training; principles and practices of planning, accounting and coordinating a variety of office functions; fiscal record keeping and processing; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; rules, regulations and policies affecting and related to recreation activities and programs; methods and techniques of scheduling work assignments and facility usage; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Manage, plan, organize, and coordinate the Administrative Services Division; oversee the administrative responsibilities of the Parks and Recreation Department; work flexible hours, including evenings and weekends as needed; analyze assigned responsibilities and develop and recommend appropriate responses; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations related to recreation programs; plan and lead the work of volunteers and part-time staff; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; enforce safety rules relating to assigned recreational events; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.