

**CITY OF YUBA CITY  
JOB DESCRIPTION  
RECREATION MANAGER**

**I. Position Identification**

- A) Title: Recreation Manager
- B) Customary Work Hours: Normal work hours shall be necessary to properly perform the duties of the position.
- C) Customary Work Days: Monday through Friday. However, this position shall be considered to be on duty whenever a need exists for his/her services.
- D) Reports To: Director of Parks & Recreation
- E) Directs The Work Of: Recreation Supervisor I/II/III
- F) Educational, Experience/Licensing Requirements:

Education: Possession of Bachelor's Degree from an accredited college or university in Parks & Recreation Administration or closely related field.

Experience: At least four (4) years of recent, full-time increasingly responsible experience in parks and recreation program administration including at least two (2) years of administrative and supervisory responsibility in parks and recreation programs.

- G) Certificates:  
Possession of a valid California Class C driver's license is required.  
Possession of Leisure Professional Status from NRPA is desirable.

**II. FLSA Status: Exempt**

**III. Position Summary**

A Recreation Manager is at the mid level management. Under administrative direction, the Recreation Manager is responsible for overseeing all program areas of the Parks & Recreation Department to include Adult Programs, Youth Programs, Teen Services, After School Programs and Camps, Sports and Aquatics, Cultural Arts and Senior Services. In addition, the Recreation Manager will oversee all recreation facilities that support program services.

The Recreation Manager must: be a proven leader in Recreation Program development and facility management; be able to coach, teach and train employees in quality recreation program design; possess a high level of communication skills that include verbal communication, written communication and computer technology skills; be technically astute in facility management and program development.

**IV. Essential Functions**

1. Leads supervisory staff in recreation planning efforts as it applies to youth programs, adult programs and city wide special events;
2. Oversees recreation facilities based upon facility standards;
3. Technically able to operate computers for programming, communication and budget purposes;
4. Manage employees effectively;
5. Manages employees by measurable outcomes as it applies to customer service standards, capacity management, participation levels, revenues to expenses, program partnerships and cost per experience;
6. Develop and manage a budget;
7. Work effectively with the public and other service providers in the City;
8. Manage Recreation services based upon marketing principles;
9. Motivates staff and the community in the development of recreation program services;
10. Trains all levels of staff in customer service, program development and design and outcome management.

**V. Collateral Functions**

1. Coordinates work standards with the Park Maintenance Manager as it applies to recreation facilities;
2. Follows policies and system coordination that reduces bureaucracy and increases efficiency;
3. Fosters employee empowerment in the delivery of services;
4. Encourages employees to develop entrepreneurial and innovative ideas;
5. Has the ability and willingness to foster a team environment relationship within the Parks & Recreation Department and with other City employees in the course of daily activities;
6. Responsible for carrying out the mission of the City and the department and adherence to the City's and department's organization values;
7. Develops and maintains positive public relations with emphasis on customer service;
8. Performs other duties and assumes other responsibilities as apparent or as delegated;
9. Committed to staff development and cooperative management practices;
10. Provides support to the Parks & Recreation Commission, Youth Commission and Senior Commission.

**VI. Job Related and Essential Qualifications**

**A. Knowledge of:**

1. Principles, theory and philosophy of recreation and in program design.

2. Regulations, principles, practices and methods of municipal recreation system supervision and administration.
3. Methods and techniques in planning, organizing, conducting, promoting and evaluating recreation programs and activities for all age groups and interest.
4. Budget development.
5. Facility management and design.
6. Marketing principles as it applies to recreation programs.
7. Management of people.
8. Self-directed work teams and coaching.
9. Safe driving and safe work practices.
10. Computer application.

**B. Ability to:**

1. Manage people, equipment and facilities.
2. Train, motivate, supervise and evaluate subordinate personnel.
3. Recognize community recreational needs and implement programs and activities to meet those needs.
4. Follow oral and written directions.
5. Communicate effectively, both orally and in writing.
6. Carry out policies of the City.
7. Identify with management and City goals and objectives and understand and support City priorities and needs.
8. Establish and maintain cooperation and working relationships with those contacted in the course of work.
9. Maintain discipline and enforce rules, regulations and procedures.
10. Prepare a budget.
11. Meet the physical, mental and environmental demands of the job.

**VII. Physical Demands/Qualifications**

1. Load/unload equipment/barbeque/PA system/table/supplies from truck.
2. Climb ladders to hang decorations from ladders.
3. Remove/replace pool cover; coil up cords.
4. Load/unload/lift full ice chest/furniture/drinks/food.
5. Set up/take down tables/chairs.
6. Open door while carrying supplies.
7. Climb stool to place stock on shelves.
8. Turn on PA system/make signs/labels/name tags in calligraphy.
9. Assemble furniture.
10. View area of event for location of event.
11. Determine color for t-shirts/flyers.
12. Communicate with co-workers on two-way radio.
13. Load/unload supplies at large event.

**VII. Non-Physical Demands/Qualifications**

Must be able to:

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Be highly organized, detail oriented and possess the ability to prioritize a number of projects.
3. Demonstrate a high level of integrity.
4. Maintain confidentiality regarding employee/employer relations, disciplinary matters, etc.

### **VIII. Environmental Conditions**

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.
2. Working conditions in the field: are subject to extreme variations in temperature, humidity and can include high wind and rain.
  - a. 10% - 50% of work time spent outside a building and exposed to the sun.
  - b. Some work is done on platforms or fairly stable surfaces up to 4 feet above the ground.
  - c. Considerable work time in light and moderate temperatures above 80 degrees.
  - d. Occasional work requires getting part or all of the body/clothing wet.
  - e. Occasionally there are unusually loud sounds.
  - f. Occasional work on slippery surfaces.
  - g. Infrequent possibility of bodily injury.
  - h. Rarely any opportunity for exposure to hazardous materials.
  - i. Infrequent exposure to common allergy-causing agents.
  - j. Frequently required to change working hours or work overtime.