



Recreation Programs Manager (1510)

FLSA Status: Exempt

Pay Grade: 22

Safety-Sensitive: No

Purpose

The purpose of this classification is to manage County wide community recreation programs. This position performs administrative and supervisory responsibilities in the planning, development and operation of a comprehensive public recreation program for the community.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Directs the development, organization, and implementation of recreational programs and services for the County: directs management review of overall programs and activities to ensure adherence to department goals and objectives; assists Recreation Director in developing and implementing policies and procedures; manages and coordinates recreation programs and services: and approves and monitors programs, activities and staff.

Reviews, analyzes and evaluates effectiveness of programs and services: reviews and evaluates new and emerging recreation programs for possible implementation; assists Recreation Director in long-range planning and makes recommendations for the development of new services, and programs, and projects future program needs.

Promotes recreational programming and events: develops cooperative partnerships with area schools, business leaders and community organizations; and makes presentations to civic and community groups.

Develops and implements budget for area of assignment: recommends budget allocations for staffing, equipment, and capital outlays; monitors revenues and expenditures to ensure compliance with approved budget; supervises purchase and distribution of supplies for area of assignment; and monitors revenue collection and deposit procedures.

Responds to inquiries and/or complaints from the general public: provides information or directs inquiries to appropriate department resources; and investigates and resolves operational and procedural problems and complaints.

Maintains a comprehensive, current knowledge of applicable policies and procedures: maintains an awareness of new methods, equipment, and trends in the profession; maintains professional affiliations; reads professional literature; participates in continuing education activities; and attends and conducts meetings and training sessions as appropriate.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Recreation, Leisure Services, or a related field required; supplemented by five years of progressively responsible experience in developing and implementing recreation programs, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must have a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to function in a managerial capacity for a department or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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