CITY OF ALBANY
RECREATION & COMMUNITY SERVICES MANAGER

Under administrative direction, plans, organizes, manages, and oversees recreation and social services programs including communitywide special events, leisure service contract classes, youth and adult sports leagues and camps, Community Center facility management, and assisting in areas of community engagement and communication, economic development, and marketing; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Recreation & Community Services Director; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Recreation and Community Services Director. May provide direct and indirect supervision to full-time employees, part-time employees, and volunteers.

Class Characteristics
The Recreation & Community Services Manager is responsible for the successful completion of recreation and social services activities of the City within the parameters of designated budget constraints, established timelines, allotted resources, and operational objectives. This class provides true leadership to successfully maximize operational and administrative effectiveness, resource efficiency, and positive community relations. Incumbents require a high level of initiative, sound judgment, excellent communication, and strong management skills.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for recreation and social services programs including communitywide special events, leisure service contract classes, youth and adult sports leagues and camps, Community Center facility management, and assisting in areas of community engagement and communication, economic development, and marketing.
- Participates in developing, planning, organizing, coordinating and implementing the goals, objectives, policies, procedures, and priorities for each service area.
- Selects, trains, supervises, motivates, and evaluates assigned personnel; monitors work activities to ensure compliance with established policies and procedures; sets performance standards and evaluates performance; works with employees to correct deficiencies and implements corrective actions or discipline, as necessary.
- Provides and coordinates staff training on recreation activities, skills, techniques, and procedures; ensures that safety training is provided to staff and that proper safety practices are followed.
- Participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and tracks expenditures; reviews invoices and approves them for payment; implements budgetary adjustments as appropriate and necessary.
- Expands resident involvement in identifying and resolving community issues; helps neighborhood and community leaders to develop their skills and leadership; expands the number of activities that residents can be involved in at the neighborhood and community level; assists neighborhood and community leaders in coordinating their efforts with other leaders throughout the City and business community.
• Collaborates with other City departments to coordinate outreach and marketing materials that enhance the City’s communication and economic development efforts.
• Reviews and evaluates the progress and effectiveness of specific and assigned programs being offered by the City; develops and presents recommendations for additions, deletions, or revisions to same; justifies and documents recommendations with appropriate background data.
• Researches and prepares various reports, publicity and statistical data; prepares and distributes brochures, notices, and/or press releases.
• Attends meetings, workshops, and conferences; makes presentations and provides information regarding assigned programs.
• Performs operational and administrative support duties such as answering telephones, typing correspondence, picking up/delivering supplies and equipment for activities, and setting up tables and chairs for classes, programs, and events.
• Understands recreation and social service objectives set by the Recreation & Community Services Director and be able to consistently translate those objectives into meaningful service activities.
• Exhibits and communicates effective leadership and instructional skills and techniques in the recreation and social service activities for which responsible to participants, contractors, the public, and staff members.
• Promotes interest and provide information regarding assigned recreation and social service activities to school officials, other recreation officials, community service groups, neighborhood associations, other departments, and the general public.
• Works to keep current of changing needs within recreation, community engagement, and social service programs; remain flexible in ensuring necessary modifications are made.
• Develops and follows policies and practices pursuant to City policy to minimize the use of scarce natural resources, minimize toxic materials, promote healthy behaviors and activities, and minimize carbon emissions.
• Performs related duties as assigned.

Knowledge of:

• Principles and practices of program organization, development, and administration.
• Operational characteristics, services, and activities of recreation programs.
• Standard and accepted methods, techniques, principles, and procedures related to planning and coordinating recreational programs, citywide special events, community engagement programs, and marketing.
• Standard and accepted methodology and practical objectives of program implementation for groups of varying ages and interests.
• Basic bookkeeping and accounting principles and practices.
• Standard and accepted first aid, health, and safety standards and practices.
• Standard and accepted English usage, spelling, grammar, and punctuation.
• Principles of personnel management, supervision, training, performance evaluation, and safety management.
• Principles and practices of municipal budget preparation and administration.
• Principles and practices of business letter writing and report preparation.
• Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

• Organize, implement, manage, and direct recreation and community services activities.
• Plan, organize, and implement duties and responsibilities defined by desired outcomes and objectives.
• Develop and implement projects and processes designed to develop citizen leadership in enhancing neighborhoods.
• Develop and maintain effective working relationships with individuals from a variety of ethnic and socioeconomic backgrounds.
• Work cooperatively with other City departments and other agencies to leverage the use of community resources.
• Select, supervise, train, and evaluate assigned staff.
• Plan, organize, direct, and coordinate the work of staff.
• Delegate authority and responsibility.
• Plan, organize, and conduct large and small public meetings.
• Maintain website.
• Maintain accurate records.
• Foster teamwork with the department.
• Work irregular duty hours, nights, evenings, weekends, and some holidays.
• Operate modern office equipment including computer equipment and specialized software applications programs.
• Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
• Communicate clearly and concisely, both orally and in writing.

**Education and Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

A Bachelor’s degree from an accredited college or university with major course work in recreation, leisure studies, public administration, conflict resolution, processes used in collaborative decision making, consensus building, meeting facilitation, group leadership development, communication principles and practices, or a related field, and five years of progressively responsible experience working in recreational programming and supervision with a variety of age groups, including two years in a supervisory capacity.

**Licenses and Certifications**

A Valid California Driver’s License.

**Physical Demands**

Must possess mobility to work in a standard office and field environment and use standard office equipment, including a computer; frequently required to walk, stand, sit, talk, and hear; vision to read printed materials and a computer screen and close vision, color vision, and the ability to adjust focus; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally climb, balance, stoop, kneel, crouch or crawl; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; lift and/or move object up to 50 pounds.

**Environmental Elements**

Employees work in an office environment and field environment with moderate noise levels, occasionally varied temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Special Requirements**

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities. Positions in this classification require a willingness and ability to work flexible hours and overtime.