



CITY OF GUADALUPE

Recreation Services Manager

Unrepresented/Exempt

JOB DESCRIPTION

8/4/2021

DEFINITION:

Under general direction of City Administrator, Recreation Services Manager plans, organizes and directs major programs and services providing and ensuring a comprehensive leisure program including parks, sports, special events, classes, club activities, maintenance and/or other services. This position supervises other department staff.

The Recreation Services Manager position is a management role that provides resources, support and supervision to recreation front-line attendants and coordinator; giving them the ability to create, build and grow programs for the youth, teens, adults, and families.

This position is grant funded for approximately 20 months and is anticipated to end in June of 2023. Continuation is contingent upon securing additional funding source(s).

ESSENTIAL FUNCTIONS:

- Prepares, implements, and administers division budget(s), which includes developing, researching, preparing and reviewing budget reports; monitoring revenues and expenditures; approving requisitions; researching, preparing, and administering grant programs; and, performing other related activities.
- Provides staff support to the Parks and Recreation Commission, Youth Commission, and the Senior Commission.
- May serve as the departmental project manager for major Capital Improvement Projects (CIPs).
- Directs and coordinates the work plan for the Recreation Division including programs, sports, special events, and facilities management; meets with staff to identify and resolve problems; assigns work activities, projects, and programs within the Division; plans and implements system program and service improvements.
- Supervises employees to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.
- Evaluates community needs and environment to develop service goals and plans for recreational use of all department programs and facilities.
- Communicates with citizens, private contractors, government officials and vendors in the operation of the division.
- Provides specialized programs in service to the public, youth, and City's senior community.
- Explore and advance ways to continue integrating the City's Branch Library and Recreation Department's shared values of collaboration, customer services, and inclusiveness with the partnership of Santa Maria Public Library services.
- Support the full implementation of recreation and facility management registration system.

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned. The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.



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ESSENTIAL FUNCTIONS:

- Administer a City-wide volunteer program that facilitates citizen involvement, provides challenging volunteer opportunities, and ensures a safe and healthy work environment for volunteers and patrons. Attends meetings with other departments regarding the activities of assigned divisions.
- Manages community public relations and division customer service implementation, which might include overseeing division marketing plans; handling sensitive and difficult public inquiries and complaints; developing and implementing customer service practices and policies; participating in professional group meetings; and keeping abreast of trends in assigned area of responsibility.
- Gives presentations at public hearings and formal/informal meetings to elected officials, appointed officials, external agencies, and the public.
- Prepares comprehensive reports and presentations for City Council, Commissions, and Board meetings; prepares letters, memorandums, and other related written documents and correspondence.
- Develops policies, rules, and procedures for the effective operation of the Division, including establishing goals, objectives, and priorities.
- Develops and administers contracts, which includes negotiating agreements; preparing contracts and developing fees; monitoring contracts for compliance; and performing other related tasks.

PERFORMANCE STANDARD:

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

KNOWLEDGE/SKILLS:

- Foster and develop sustainable programs.
- Develop successful relationships with internal and external stakeholders.
- Be a strong leader in the City's administration and a voice that represents the community.
- Have a strong understanding of municipal operations, budgeting and personnel management.
- Be an exceptional problem solver.
- Seek community connection and communication opportunities to gain insight and develop programs and services that fit the needs of the community.
- Develop and pursue grants, fundraising and new revenue-generating business relationships.
- Be highly community-oriented, customer service minded and an interdepartmental collaborator.
- Have an entrepreneurial spirit and see partnerships where they don't currently exist.
- Simplify bureaucracy to better serve the community.
- Be forward-thinking and creative, using technical expertise to meet goals and objectives.
- Please importance of teams and spirit of collaboration.
- Proficiency in Spanish/English verbal and written communication is strongly preferred.

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EDUCATION/EXPERIENCE:

Recreation Services Manager Minimum Qualifications, Training and Experience (position requirements at entry):

- Bachelor's Degree in Recreation Administration or a related field, plus three years of progressive experience in assigned area of responsibility, including supervisory experience, or an equivalent combination of education and experience.
- Experience working for or with a municipal organization in parks and recreation is ideal, however someone with a background in private or non-profit sector recreation management; or educational management will also be considered.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side. Frequently reach above, at, and below shoulder level.
- Ability to occasionally lift, carry, push, and pull materials and objects up to 20 pounds.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to communicate to exchange information effectively verbally both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.
- Occasionally use telecommunications equipment; drive motorized equipment/vehicles.
- Frequently use a computer.
- Frequently sit; occasionally stand or walk.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally work in outside weather conditions and is exposed to wet and/or humid and dirty conditions.
- Occasionally work near moving mechanical parts and electrical hazards.

The noise level in the work environment is usually quiet in the office and moderate to loud in field settings.

SALARY RANGE & BENEFITS:

HOURLY SALARY: \$31.887 – \$42.732, plus benefits

BENEFITS: Vacation, Sick Leave, and Holidays. Medical/Dental/Vision/Life Insurance. CalPERS Retirement Plan – 2% @ 57 formula. (Current CalPERS member – 2% @ 55.)

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