



# Town of Moraga Recreation Manager

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***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.

**Established:** June 2024  
**Employee Group:** Mid-Manager/Professional  
**FLSA Status:** Exempt

## **DEFINITION:**

Under general direction of the Parks and Recreation Director, the Recreation Manager plans, organizes, directs, and coordinates the programs and activities of the Recreation Division, including classes, special events, camps, youth and senior programs, sports, and facility rentals. The position provides highly responsible and complex administrative support to the Parks and Recreation Director.

## **DISTINGUISHING CHARACTERISTICS:**

This management-level class is distinguished from the Parks and Recreation Director by its responsibility for the operational management of the Recreation Division, while the Parks and Recreation Director has overall management responsibility for all Parks and Recreation Department activities. The Recreation Manager exercises considerable independence, initiative, and discretion within established guidelines.

## **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Parks and Recreation Director. Exercises direct supervision over supervisory, professional, technical, and administrative support staff, as well as contractors and volunteers.

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

- Plan, organize, and supervise various recreation programs, including youth and adult sports, special events, camps, and senior programs.
- Evaluate community needs and interests to recommend new programs and improvements.
- Develop and implement goals, objectives, policies, and procedures for the Recreation Division.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.

- Oversee the scheduling and use of recreation facilities.
- Ensure compliance with health, safety, and licensing laws and guidelines.
- Hire, train, supervise, and evaluate full-time and part-time staff, contractors, and volunteers.
- Provide leadership and direction to staff, ensuring effective service delivery and staff development.
- Implement safety training and ensure staff adherence to safety protocols.
- Participate in the development and administration of the program budget, including monitoring expenditures and preparing budget recommendations.
- Seek funding through grants, sponsorships, and fundraising activities.
- Administer contracts for program services and facilities use.
- Serve as a liaison to community groups, schools, and other organizations.
- Prepare and deliver presentations to civic groups, businesses, and other stakeholders.
- Develop marketing and promotional materials for programs and events.
- Foster positive public relations and community involvement.
- Ensure the safety and cleanliness of facilities and equipment.
- Prepare and maintain accurate records, reports, and program evaluations.
- Coordinate maintenance and improvement of recreation facilities.
- Manage and facilitate building and park improvement projects.
- Coordinate with other city departments, divisions, and outside agencies.

#### **PHYSICAL AND MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS:**

**Physical:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and equipment weighing 25 pounds or more is also required. The incumbent may be exposed to fumes, dust, and air contaminants. Additionally, the incumbent in this position may work outdoors in all weather conditions, including wet, hot, and/or cold. Availability for evening and weekend work as required.

**Mental:** While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with other staff, officials, and the public.

**QUALIFICATIONS:** *(minimal qualifications necessary for entry into the classification)*

Any combination equivalent to experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education:** Bachelor's degree from an accredited college or university with major coursework in recreation, public administration, or a related field.
- **Experience:** Five years of responsible recreation experience, including two years of supervisory responsibility.
- **License/Certificate:**
  - Possession of, or ability to obtain, a valid California Driver's License.
  - CPR and First Aid certification within six months of hire.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Principles and practices of recreation program development and administration.
- Supervisory techniques, including training and evaluation.
- Budgeting procedures and financial management.
- Community engagement and public relations methods.
- Applicable federal, state, and local laws and regulations.
- Safety regulations and training methods.
- Marketing strategies and techniques.

**Skill to:**

- Operate standard recreation and sports tools and equipment.
- Operate an office computer and a variety of word processing and software applications.

**Ability to:**

- Plan, organize, and direct the work of staff and volunteers.
- Develop and implement effective recreation programs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain positive working relationships with community members and stakeholders.
- Analyze problems, identify solutions, and implement recommendations.
- Perform physical tasks and operate recreational equipment.
- Lift, carry, push, and pull materials and objects weighing up to 50 pounds.

***\*The employer will make reasonable accommodation in compliance with the Americans with Disabilities Act of 1990.***