



CLASSIFICATION NO. 463
Established: 3/93
Revised: 5/01, 8/07, 6/22
FLSA: Exempt
EEO: 2

RECREATION MANAGER

CLASS CHARACTERISTICS

Under direction, to plan, organize and direct the operations of an aquatics center and all recreation and sports programs within the District; to supervise and evaluate personnel providing aquatics, program, maintenance, and administrative services; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The North Clackamas Parks and Recreation District (NCPRD) is a service district of Clackamas County which provides aquatic, park, recreation, education, and social services to County residents within the park district boundaries.

The Recreation Manager may be assigned to either the Aquatic program, the Recreation program or the Sports program. The Recreation Manager is responsible for the operation and program development within their assigned area. The incumbent evaluates aquatic, recreational or sports resources, determines community needs and develops and maintains programs and services. This position reports to the NCPRD Division Director.

The Recreation Manager differs from the Recreation Supervisor which has responsibility for the day-to-day operations of the Aquatic Park or Recreation programs. The Recreation Manager is further distinguished from the NCPRD Division Director, which is responsible for strategic planning, coordination, and administration of a comprehensive system of management functions. The Recreation Manager also differs from the County Parks Manager, which is responsible for the planning, coordination, and supervision of rural county parks outside the boundaries and jurisdiction of NCPRD.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops and administers operational plans, program objectives and short- and long-range goals; develops and implements policies, procedures, and guidelines to meet established goals and standards; ensures compliance with health and safety codes and licensing requirements; oversees maintenance and repair of facility and equipment; recommends capital improvement projects.
2. Manages aquatics park, recreation or athletic programming; develops and evaluates service programs provided at multiple locations; monitors efficacy of programs and initiates, terminates, improves or expands programs and offerings to the community based on assessment findings; develops and oversees program scheduling and evaluation; communicates with individuals, agencies, community and other organizations to determine needs; oversees, coordinates and administers programming, maintenance and food service contracts and agreements.

3. Hires, directs, and motivates professional, paraprofessional, administrative and maintenance staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
4. Assists in the development and monitoring of the annual and supplemental program budget; oversees payroll, procurement approval, and point-of-sale services; monitors revenues and expenditures and prepares reports; develops and oversees registration and program fees to offset operating costs; prepares and approves purchase requisition order forms for equipment and supplies.
5. Promotes division-specific and district-wide services and programs; coordinates with Marketing team on the development and implementation of marketing and publicity strategies; assists in the creation and distribution of marketing materials; utilizes social media and other public websites to promote activities, events and programs; conducts promotional presentations to community organizations; monitors current trends and developments in the industry.
6. Maintains an environment of exceptional customer service; receives, investigates, and resolves customer and community group/partner inquiries, concerns, and complaints; provides technical assistance to the public and employees regarding program issues and complex technical and procedural issues.
7. Participates as member of NCPRD Leadership Team.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: General recreation management best practices including those related to Parks and Recreation facility operation, program development, project planning, and/or park and facility maintenance, as well as Federal, State and County health and safety laws, codes and regulations related to recreation service provision.

Working knowledge of: Management principles and practices, including supervisory and budgeting techniques; techniques of consensus building; funding sources and financing methods; participative management theories; basic marketing concepts and techniques; recordkeeping techniques.

Skill to: Organize, direct, train, evaluate and discipline professional, paraprofessional, administrative and maintenance staff; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and District staff; develop and administer recreation programs, services, goals and objectives to meet needs of community; communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; prepare and justify budget requests and grant proposals; develop, administer and evaluate processes and procedures; prepare and maintain reports and records; collect, compile and analyze information and data; operate computer software and other office equipment; interpret and apply Federal, State and local laws, regulations and statutes; establish and maintain effective working relationships with local schools, community organizations and businesses, vendors, media, District and County employees and the public.

WORKING CONDITIONS

Requires working weekends, evenings, and holidays.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Current American Red Cross CPR/PR, AED, First Aid, and Blood Borne Pathogens certifications.
- Aquatic Specialty: Current Certification in American Red Cross Lifeguard Training.

PRE-EMPLOYMENT REQUIREMENTS

Current certification in American Red Cross: CPR/PR (Professional Rescuer), AED, First Aid, and Blood Borne Pathogens.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Aquatic Specialty: Within one year of hire: Certification as a Pool Operator, and American Red Cross Lifeguard Trainer.