

MAJOR FUNCTION

This is responsible professional and administrative work in planning, developing and coordinating the City's recreational programs. Work is performed under the general administrative direction of the Director or Assistant Director-Parks, Recreation and Neighborhood Affairs. Work requires the use and exercise of independent judgment. Work is reviewed through conferences, reports, observations and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, organizes, develops and administers the total program of the recreational division including community centers, summer playgrounds, after-school programs and Citywide special events. Coordinates with center director and staff in the development of varied programs for youths and adults. Coordinates seasonal and year-round in-service training sessions and staff meetings for full and part-time personnel. Coordinates public relations for division and assists in departmental publicity promotions. Coordinates interagency and volunteer participating programs. Prepares and administers annual budget for the division. Prepares division's annual report. Approves purchasing requests for the division. Reviews maintenance at centers and playgrounds. Conducts annual division inventory. Coordinates survey and research projects. Insures division's compliance with the City's equal opportunity initiatives and related federal and state laws. Recommends the hire, transfer, promotion, grievance resolution or discipline, and discharge of division staff. Conducts performance evaluations and makes recommendations for merit increases. Performs related work as required.

Other Important Duties

Serves as liaison with other agencies in coordinating division programs. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the objectives, principles and administration of recreational programs. Thorough knowledge of the types of facilities and equipment needed to carry out a comprehensive recreational program. Considerable knowledge of budget preparation. Ability to communicate with subordinates, peers, superiors and the public. Ability to train, instruct and supervise employees in a manner conducive to full performance and high morale. Ability to communicate effectively, both orally and in writing. Ability to make written and oral presentations of plans, programs, budgets, or other related data. Skill in planning and administering a comprehensive recreation program. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in recreation, physical education, leisure services or a related field and four years of experience that includes the administration of a recreation program; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license.

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04-19-04*
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