

EAST BAY REGIONAL PARK DISTRICT

RECREATION SERVICES MANAGER

GENERAL FUNCTION:

Under general direction, this position provides direction and overall management of the District's recreation and leisure services programs. Develops and implements a range of programs that balances providing services to special populations and revenue generating, market-oriented recreation. Performs representational duties related to assigned functions.

ESSENTIAL FUNCTIONS:

Serves as a program manager, directly supervises a subordinate staff that includes a sub-program manager and program element coordinators engaged in developing, scheduling and conducting year round recreation programs, i.e., skills classes, adventure trips, day camps and other recreation programs. Organizational responsibilities include coordinating a significant number of annual District sponsored special events; and managing the District's facility and program registration system, volunteer program and subsidized bus transportation program for low-income, physically challenged and senior citizen groups. Key program objectives include structuring programs and recreational opportunities that meet current park user needs, and identifying and marketing specialized programs for those who have not developed an active outdoor lifestyle. Exercises second and third level supervision over a staff of administrative, technical and support permanent, temporary and seasonal employees. Also coordinates the work of a significant number of volunteers, and negotiates and monitors the performance of recreational services contractors and vendors. Manages the diverse elements of the recreation services program through coordinated leadership assuring that specifically assigned ongoing and annual operational and financial objects are met. Assumes overall responsibility for managing a moderate Operating and Capital Budget and develops, justifies and defends proposed budget submissions. Resolves internal problems and issues and coordinates with other District staff on broader problems and issues.

Assesses the overall level and quality of provided recreational services. Gauges customer satisfaction and directs changes that maximize park visitor recreational opportunities and cost effectiveness. Maintains effective collaborative partnerships with other agencies and the private sector to offer joint programs that expand recreational opportunities at District parks and facilities.

May serve as a District representative to various external groups and organizations assuring that the District's operational and financial interests receive maximum attention and decisions are consistent with overall District strategic planning. Provides program expertise to internal committees, working groups or ad hoc task forces and contributes to the attainment of successful results. On call to respond to a wide range of potential public operational or maintenance emergencies, as well as disasters caused by fire, flood, earthquake, or other natural events.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree from an accredited college or university in recreation, park management, business or public administration or a closely related field; and

Experience: Eight years of experience in the field of recreation, preferably outdoor recreation. At least four of the eight years should be at a supervisory level.

Substitution: A Master's Degree in recreation, park management, business or public administration or a closely related field may be accepted as an equivalent to a maximum of one and a half years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of leisure and outdoor recreation management, techniques, principles, and practices. Must have significant knowledge of management and supervisory principles and practices and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITION OF EMPLOYMENT:

A valid California State driver's license is condition of initial and continued employment.

REPORTS TO: Chief, Interpretive and Recreation Services

Employment Category: Management, Range MG04
Replaces "Outdoor Recreation Manager"
Adopted by Board: May 21, 2002
Resolution #: 2002-5-111

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