

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

RECREATION DIVISION MANAGER

JOB PURPOSE

Under general direction, to plan, organize, and direct parks and recreation programs and activities; schedule and supervise staff and use of park facilities; assist in planning and developing future park sites and recreational programs; lead and develop Parks and Recreation Division to meet community needs and desires; and perform related work as required. This position is classified as middle management.

EXAMPLES OF DUTIES

Essential Duties:

- Plans, organizes and directs parks and recreation programs and activities.
- Schedules and supervises use of park facilities for organized team activities, participant groups and general public.
- Schedules and supervises recreational staff.
- Acts as City's liaison at organized group functions and interprets City policies as directed to the general public.
- Maintains control of park recreational equipment and inventory.
- Plans special parks and recreational program and events.
- Assists in planning and developing future park sites and recreational programs.
- Assists in preparing budget recommendations and prepares various reports.

Marginal Duties:

- Provides on-site direction of park facilities and activities and collects user fees and deposits.
- Attend various commissions and committees as needed.
- Performs related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Five years work experience in parks and recreation programs; Possession of a valid California motor vehicle operator's license required.

Ability to: Plan, develop, and direct recreational programs; interact courteously and effectively with all age groups; work irregular hours to accommodate public needs; follow oral and written instructions and work independently.

Knowledge of: Recreational and sports activities and programs; principles of supervision; first aid and emergency procedures; proper safety methods in fields of activity; and some methods of publicity and promotion.

CITY COUNCIL APPROVAL DATE: March 7, 2012