

## **CLASS TITLE: RECREATION PARK MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for developing, coordinating, and implementing the operation and programming of the park and recreation resources as outlined in the department's vision statement; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Designs and establishes recreation programming, sets fees based on customer benefits, coordinates and implements quality programs to meet customer service satisfaction levels
- Provides customer service by relaying information, solving problems, and coordinating facility inquiries and requests
- Conducts ongoing reviews of instructors and participants and prepares various reports to assure programming, participant needs and City facility/financial needs are being met
- Prepares and submits purchase requests for program and park resource supplies
- Interviews, employs, trains, supervises, schedules and evaluates full-time, seasonal and contractual personnel
- Identifies and maintains safety measures for public, staff and park resources
- Responsible and accountable for annual expense and revenue budgets for park including daily cash processing, budget monitoring, purchase card processes, purchase requisitions and capital processing
- Develops measurable performance measures that will demonstrate efficiency and accountability to customer expectations and desires
- Manages, and reviews the work of volunteers in some positions
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in recreation (theatre in some positions) or a related field, and two (2) years of progressively responsible leadership experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and techniques employed in a public recreation program; considerable knowledge of the purposes of clubs and centers established to meet the leisure time and recreational needs of community groups; considerable knowledge of such recreational methods involved in organizing and supervising activities such as sports, games, arts and crafts, dramatics, aquatics, camps, music, and others; considerable knowledge of the facilities and equipment of organized public recreational programs; knowledge and understanding of publicity to promote theatre programs in some positions; and good knowledge of first aid methods and necessary safety precautions to be observed in recreation work. Ability to plan and carry out recreation center programs; ability to organize, work with, and secure the effective cooperation of community groups in order to determine special recreational needs; ability to train and supervise subordinates in recreation work; ability to solve disciplinary problems effectively; ability to speak and write effectively; ability to keep records and prepare reports; ability to perform personal computer operations; ability to analyze budget and finance; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and the following certifications are preferred and/or recommended: CPR, First-Aid, Certified Park and Recreation Professional (CPRP), Technical Theatre proficiency test in some positions and NYSCA Certification in some positions.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office or theatre setting and occasionally outdoors and in inclement weather; and requires some travel to various City locations to conduct or attend meetings; may work weekends in some positions; and may be subject to shift irregularities.

**Class Code: 1031**

**EEO Code: E-02**

**Pay Code: EX-32**

**Group: Cultural, Legal and Science**

**Series: Recreation**

**Effective date: May 9, 2018**