



CLASSIFICATION DESCRIPTION

TITLE: RECREATION MANAGER FACILITIES

JOB CODE: 17 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under executive direction, the purpose of the position is to perform responsible administrative and professional work in the delivery of all aspects of a comprehensive and diverse recreational program. Employees in this classification perform at middle management level, and are responsible for ensuring a variety of safe, quality leisure opportunities are made accessible to the general public. This position also has responsibility for recommending and overseeing the upkeep, upgrade, construction and/or renovation of recreational facilities, as needed. Employee works with a high degree of independence and initiative, however, confers with the Director on matters involving unusual administrative problems.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages the operation and maintenance of assigned City parks, park facilities, equipment and grounds; performs on-site inspections, generates work orders and confirms completion;
- Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, counsels, disciplines and completes performance appraisals; conducts interviews and makes hiring decisions;
- Assists the Public Works/Parks Maintenance Division, in the development and implementation of long- and short-range maintenance and care schedules for parks and facilities including grounds and equipment; assists with long-range plans for renovations of existing parks and construction of future facilities;
- Develops and manages parks operations and maintenance budget; monitors expenditures to stay within budget; conducts fiscal/economic impact studies and cost/benefit analyses to prepare budget projections; assists with developing annual operating budget;

- Conducts research, prepares surveys and interprets results for use in planning, evaluation and decision making; continually monitors and evaluates the efficiency and effectiveness of service delivery; assesses work load, reporting relationships and opportunities for improvements within the services and facilities managed and maintained by the Department; implements improvements as needed;
- Collaborates with Public Works and Recreation Division staff to develop guidelines for sports field usage and maintenance;
- Meets with contractors, consultants, and staff members to discuss progress and work products; monitors and inspects projects to ensure compliance with contract specifications; manages warranty items and improvement projects, oversees the maintenance of parks and facilities, equipment, and grounds;
- Manages operations, activities and services; ensures compliance with applicable rules, regulations, policies and procedures; coordinates the establishment and review of program and services policies; ensures adherence to safety and risk management procedures and initiates actions to correct deviations or violations as necessary;
- Develops, administers, manages and participates in the development and implementation of division goals, objectives, policies and procedures.
- Prepares and administers outside contracts for the required maintenance of City parks and facilities; provides input into selection criteria for consultants and contractors conducting parks maintenance and repair projects; reviews and develops requests for proposals (RFPs) and requests for bids; recommends selection of consultants; works with city attorneys preparing agreements and contracts; oversees and coordinates work performed by contracted service providers;
- Develops and reviews staff reports and maintains performance and maintenance records; serves as liaison to present reports to City Council, commissions, committees, and boards;
- Responds to and investigates complex employee and citizen complaints regarding parks issues, suggests and recommends corrective measures as necessary to resolve issues;
- Manages a computerized work order system including prioritization and review of work orders for progress and timely completion;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Oversees the allocation, use, inventory and maintenance of City parks equipment, materials, and supplies; inspects sites and identifies conditions which need attention, repair, and/or maintenance; processes requests for equipment purchases;
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Leisure Services, Sports Management, Recreation or related field; supplemented by seven (7) years progressively responsible post-graduate experience in the administrative aspects of general public recreation programs, e.g., marketing, obtaining sponsorship, coordinating special events, and facilities maintenance and upkeep; or an equivalent combination of education, training, and experience. Professional Certification (CPRP) by the National Recreation and Park Association, or the ability to obtain certification within 6 months of hire, preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively manage a staff comprised of entry and journey level personnel engaged in carrying out public events functions.
- Thorough knowledge of the principles and practices of recreational and leisure services programming development, administration and delivery.
- Thorough knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Thorough knowledge of the objectives and ideals of public recreation, with thorough understanding of activities applicable to a demographically and culturally diverse community.
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with individuals; ability to react quickly and calmly in emergency situations.
- Knowledge of principles and practices of budget development and administration, and the challenges associated with administering multiple budgets in conjunction with revenue generating enterprises.
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Knowledge of current principles and practices of child safety and instruction work.
- Ability to clearly communicate information both verbally and in writing.
- Ability to operate basic office equipment.
- Ability to access, operate and maintain various software applications.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.