

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**RECREATION SERVICES MANAGER**

**THE POSITION**

Under the general direction of the Community Services Director, oversees operational activities of the division; assists and participates in planning, organizing, directing and coordinating the activities, services, and programs of Recreation; and provides technical and responsible professional staff assistance.

**EXAMPLES OF DUTIES**

Direct, plan, organize, supervise, and coordinate Recreation Program Operations; ensure effective functioning of the Recreation Program that serves the City of Daly City. Participate in the implementation of goals, objectives, policies, and priorities for the Recreation Program including public services, technical support, and administration; administer policies and procedures; recommend technological enhancements to provide better service to public and staff efficiency. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures including operations and technological enhancements; assess and monitor work load, identify opportunities for improvement and review with the Community Services Director and Assistant to the Director; implement improvements. Participate in selecting, training, motivating, and evaluating Recreation personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Reviews and evaluates the needs and interests of the community; assists in the design and purchase of equipment for park and recreation facilities; prepares and administers the division's budget; establishes and maintains positive working relationships with representatives of City departments, government agencies and the community, attend and participate in professional group meetings as available; maintain system wide awareness of new trends and developments in the field of recreation; incorporate new developments as appropriate. Prepares and presents agenda items to the City Council; identify and apply for approved grant opportunities; perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Principles of supervision, administration, budgeting, training, and performance evaluation; principles of employee relations, performance evaluation, employ motivation and training, delegation and employ discipline; operational characteristics, services, and activities of various recreation program areas; organizational practices as applied to the analysis and evaluation of programs, policies,

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and operational needs; principles and practices of program development and administration; principles and practices of recreation organization, system development, and service delivery; operational practices and trends of public relation program administration, including pertinent federal, state, and local laws, codes, regulations and safety measures used in the operation of recreational programs; theories, principles and outreach methods and techniques related to community needs and interests and their relationship to recreation services.

**Ability to:** Participate in the management of a comprehensive recreation program; direct, oversee, and coordinate assigned services and activities, oversee, direct, schedule, and coordinate the work of assigned Recreation staff; select, supervise, train, and evaluate Recreation staff, including hiring, training, counseling and disciplining staff and processing grievances; participate in the administration of goals, objectives, and procedures for providing effective and efficient recreation services; elicit community and organizational support for recreation programs; analyze, assess, and address community needs related to recreation services and recommend plans for modifying or extending recreation services, programs, and activities to meet community needs and requirements; prepare clear and concise administrative and financial reports and division budget; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate new service delivery methods, procedures, and techniques; utilize and maximize available resources to meet recreation program and service goals; conduct studies, analyze data, prepare and present reports, correspondence, and information to the City Council, commissions and committees; interpret and apply federal, state, and local policies, procedures, laws, and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, attend work and perform duties on a regular and consistent basis.

**Experience:** Five (5) years of increasingly responsible professional recreation experience, including at least two (2) years of supervisory experience in a major recreation program area.

**Education:** Possession of a Bachelor degree from an accredited four-year college or university with major coursework in Recreation or related field. Masters Degree desirable.

**License:** Possession of a valid Class C California Driver's License.