

RECREATION MANAGER

DEFINITION

Under general direction of the Recreation and Park Director and Assistant Recreation and Park Director, the Recreation Manager provides high-level leadership, management, oversight and evaluation of comprehensive recreation programs, facilities, events and community services. This includes managing, planning, organizing and participating in strategic program development, operational coordination, budget monitoring, staff supervision, community partnerships and administrative oversight; performs other related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by direct responsibility for execution and/or operation of assigned community and recreation functions; it is distinguished from that of lower classes by a broader scope of responsibility, performance of highly complex and/or specialized assignments involving a higher level of supervisory, managerial and administrative responsibility. An incumbent is expected to exercise independent judgment in program administration, fiscal oversight, personnel management, and implementation of departmental policies and objectives. Work will vary according to duty assignments.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. Manages and administers policies and procedures for comprehensive recreation and/or community program/s such as recreation services (youth & teens, sports & aquatics, community special events, etc.), senior citizen services (human services, senior recreation programs, senior fundraising activities, volunteer programs, etc.), and cultural arts programs (public art, art classes, art in education programs, etc.)
2. Oversees and coordinates delivery of services; supervises professional, technical, clerical and volunteer staff including scheduling of program operations, activities and projects and ensuring adequate staffing for programs, facilities and events.
3. Serves as a member of the Recreation management team, developing and implementing departmental strategic plans, goals, objectives, policies, and priorities.
4. Evaluates programs, operations and activities; recommends improvements and modifications.
5. Assesses community recreation needs in a diverse community; develops and implements services and activities in response.
6. Plans, coordinates, implements, and evaluates special events and activities.
7. Develops and coordinates the preparation and distribution of promotional and specialized work materials.
8. Coordinates and directs assigned facilities and equipment operations, maintenance and use.
9. Administers and grants contracts for specialized services.
10. Coordinates activities and confers with other departments and divisions, school officials, community representatives, and various outside agencies.
11. Responds to public inquiries, complaints and concerns; answers questions and provides information; investigates and resolves issues in a professional and timely manner.
12. Prepares and may present various reports and recommendations.
13. Attends and represents the Recreation and Park Department at professional and community meetings.
14. Assists in budget preparation and administration; monitors revenues and expenditures; authorizes purchasing in accordance with City policies.
15. Supervises, trains and evaluates full-time and part-time staff and volunteers; hires, trains and orients new employees.

Other Duties:

1. May serve as staff liaison to community groups and develops partnerships with community organizations, service providers, and instructors.
2. Performs related duties as required.

WORKING CONDITIONS

- Work is performed in both indoor office environments and outdoor field settings.
- Fieldwork may involve exposure to varying weather conditions such as heat, cold, wind, rain, or sun.
- Work may occur on uneven ground, slopes, landscaped areas, construction sites, and other natural or developed park environments.
- Exposure to noise, dust, pollen, chemicals used in park maintenance, and equipment operation may occur during field inspections.
- Work requires travel between City facilities, park sites, and meeting locations.
- The position may require attendance at evening, weekend, or holiday meetings, events, or emergency responses.
- The employee may be required to support or participate in emergency operations during storms, natural disasters, or incidents affecting parks and open spaces.

PHYSICAL DEMANDS

- Sit, stand, and walk for extended periods to perform administrative tasks or field inspections.
- Reach, stoop, bend, kneel, or crouch while conducting site assessments or reviewing work in progress.
- Walk on uneven, sloped, or unstable terrain in outdoor park and open-space environments.
- Lift, carry, push, or pull materials and equipment up to 25 pounds on an occasional basis.
- Dexterity of hands and fingers to operate a computer keyboard and office equipment.
- Seeing to visually inspect facilities, read plans and documents, and observe site conditions.
- Hearing and speaking to exchange information and make presentations.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree in Parks and Recreation Management, Recreation, Public Administration or a closely related field. Master's degree desirable. Additional relevant experience may be substituted for education on a year-for-year basis.

Experience: Six years of progressively responsible professional experience in managing and supervising recreation, human services or related fields, including at least three years at a supervisory/managerial level. Experience in public agency setting preferred.

Knowledge

Knowledge of the organization, objectives, services, principles and practices of recreation and community programs; modern park and recreation facilities and equipment operation and maintenance; facility operations and safety standards; budgeting, purchasing, and contract administration; supervisory and personnel management practices; federal, state and local laws and regulations related to assigned recreation services; program content for specialized recreation and community services and activities.

R: 9/22/04

JK: Human Resources Department

09/28/04 <https://alamedacagov.sharepoint.com/teams/hr/Shared Documents/SPECS/Pending CSB Approval/2026 Meeting Specs/2026.04.01/Recreation Manager - CLEAN.docx>

Ability

Ability to effectively manage, plan, organize, supervise and coordinate activities of assigned comprehensive recreation and community programs; identify and analyze community needs and promote interest in recreation services; develop and implement recreation programs and services which meet community needs; interpret and apply applicable federal, state and local laws and regulations; interpret, apply and explain established policies and procedures; establish and maintain accurate records; plan administer and evaluate work programs and schedules; interpret and analyze information; clearly define problems and develop solutions; draw valid conclusions and project consequences of decisions and recommendations; prepare reports; set priorities, meet deadlines and make sound decisions; administer and monitor budgets; maintain level of knowledge required for satisfactory job performance; communicate effectively, establish and maintain effective working relationships with employees, volunteers, school officials, community groups, outside agency representatives and the general public; assist in budget development and administration; supervise, train and evaluate assigned staff.

Other Requirements

Membership in and certification through the California Park and Recreation Society is desirable.

First Aid, Red Cross, Water Safety or other specialized certifications may be required, depending on assignment.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.