



## City of Irving Job Description

### Recreation Services Manager

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Parks & Recreation
<b>Job Code:</b>	30121	<b>Reports To (Job Title):</b>	Assistant Parks and Recreation Director

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#### **PURPOSE**

To manage the overall operations of the Recreation Division, including budget development and management, facilities infrastructure maintenance, program development and public relations. Also, this position manages and develops programming for the Athletics Division.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Develop, administer, monitor and coordinate recreation, special events and athletics divisional budgets, including revenue projections, personnel costs, annual operating costs, capital improvements, facility maintenance and infrastructure costs.
- Review and evaluate existing operational processes and develop strategies to improve efficiency and reduce costs for recreation and athletics.
- Develop and implement divisional annual goals, objectives and activity performance measurements.
- Prepare various reports for local, state and federal agencies and maintains spreadsheets and logs.
- Interact and communicate with other city departments and government agencies.
- Develop, plan, implement, market, monitor, and evaluate recreation and leisure activities and programs.
- Solicit community involvement in recreation programs and activities through meetings with community and educational groups.
- Prepare bid specifications for division equipment and supplies.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Assist with information and partnerships regarding recreation center rental and/or use by outside groups.
- Assist department as needed with major special events and programs.
- As needed, serve on committees and focus groups and attend community meetings.
- Attend and take training/educational opportunities as required and needed to keep current with city policies/procedures and trends in recreational programming.

#### **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 13-15 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

This position prepares and monitors divisional budget of approximately \$3 million annually; further, it monitors and approves divisional expenditures.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in recreation or a closely related field.

### **EXPERIENCE**

- At least five (5) years of related experience, including two (2) years of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.

### **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques and production methods.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- First Aid: Principles, processes and techniques of diagnosing and rendering aid.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office suite.

### **SKILLS AND ABILITIES IN**

- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Time Management: Managing time wisely to complete assignments on time.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts and drawing valid conclusions.
- Maintaining Current Knowledge: Reading, analyzing and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses necessary changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

This position interacts with School District(s), Advisory Council and Civic organizations, as well as patrons and parents.

## **EQUIPMENT AND PROPERTY**

Must operate a computer and/or laptop.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, sit, and/or see. Frequently, s/he is required to drive a vehicle, carry, grasp, handle, feel and/or walk.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to outside weather conditions. The noise level in the work environment is usually low.

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

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.