



Recreation, Parks, & Facilities Manager

DEFINITION:

Under the general direction of the General Manager, plan, organize, direct and manage the staff and operations of the Recreation and Parks Department including facilities, special events, rentals, concessionaires, activities, maintenance agreements, and the North Tahoe Event Center . Manage, organize, direct, plan, and administer budgets, and coordinate resources within the Recreation and Parks Department, including all aspects of administration related to parks, beaches, buildings, grants, programs, and contracts. Provide highly responsible and complex administrative support to the General Manager and to the Recreation and Parks Commission as appointed by the District Board of Directors.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the General Manager/CEO.

Exercises direct supervision over assigned management, supervisory, technical and administrative support staff of the Recreation and Parks Department, including the staff at the North Tahoe Event Center.

CLASS CHARACTERISTICS:

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Recreation and Parks Department including the North Tahoe Event Center as well as additional oversight of concessionaires and contractor provided services. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation and recommendation and implementation of policies, procedures, goals, objectives, priorities and standards for the District's Recreation and Parks operations, facilities, programs, contracts, and concessions. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. Responds to emergency situations.

Strong communication and writing skills are essential. The incumbent must have strong interpersonal skills and be able to build consensus and be able to represent the District in a wide variety of concerns and interests. Incumbents work independently, seeking assistance only as new or unusual situations arise.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

The following reflects the general duties and responsibilities of this position and should not be considered all-inclusive. Other duties as assigned may occur, as prioritized by the General Manager. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plan, manage, and oversee the daily functions, operations, activities, repairs, and maintenance of the Recreation and Parks Department including recreation facilities, recreation programs, special events, facility rentals, parks maintenance, and contracted services.
- Oversee development and implementation of North Tahoe Event Center goals, objectives, priorities, budgets, and sales plans including preparation of a variety of activity and operational reports.
- Lead, manage, and oversee the planning, organizing, inspecting, project management, subcontractor management and troubleshooting of all of the Recreation and Parks Department's maintenance and capital improvement construction projects.
- Lead long range planning for recreational and park facilities based on participant needs and desires, community input, and budget.
- Prepare Recreation and Parks Strategic Plan coordinating Departmental planning and operations with other District departments. Direct the procurement of equipment, materials, and services.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend appropriate service and staffing levels within division policy.
- Develop and standardize procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identify opportunities and make recommendations for improvement.
- Provide leadership and supervision in the selection of personnel; train, motivate, and evaluate assigned personnel; work with employees on performance issues; recommend and implement discipline and termination procedures.
- Attend public meetings serving as the representative of the District.
- Serve as a member of the District's management team and participate in the development and implementation of District's mission, goals, objectives, priorities, policies, procedures, project prioritization, and problem resolution.
- Work directly with the District's Board and Commission on projects, grants and tasks relevant to the Recreation and Parks Department.
- Assist in the development and management of Requests for Proposals for professional and/or contracted services; prepare scope of work and any technical specifications; evaluate proposals and recommend award; negotiate contracts; administer contracts to ensure compliance with District specifications and service quality.
- Conduct a variety of organizational and operational studies and investigations; recommend modifications to assigned programs, policies, and procedures, as appropriate.
- Serve as a liaison for assigned functions with other District departments, divisions, and outside agencies.
- Research and prepare departmental reports; Board and Commission meeting reports; grant applications; and other written reports as directed.
- Receive, investigate, and respond to difficult and sensitive problems and complaints in a professional manner; identify and report findings and take necessary corrective action.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

- Equivalent to graduation from a four-year college or university with a degree in Public Administration, Recreation Administration, Landscape Architecture, Park Planning or closely related field; and
- Six (6) years of increasing responsibility and experience in the area(s) of park operations and management, park planning and development, recreation administration, and capital project planning and development; three (3) years of which should include a management capacity.

KNOWLEDGE OF:

- Administrative principles and practices, including goal setting, program development, and implementation.
- Principles and practices of leadership, employee supervision, motivation, team building and conflict resolution; organizational analysis and management.
- Principles and techniques for working with groups and fostering effective team interaction to ensure team work is conducted smoothly.
- Finance and budget procedures and techniques characteristic of public government operations and recreation and parks.
- Principles and practices of administration for a municipal government, public utility, and/or a special district.
- Applicable principles and practices of pertinent local, state, and federal laws, rules and regulations.
- District and mandated safety rules, regulations, and protocols.
- Principles and practices of policy development and implementation.
- Principles and practices of business correspondence, grant writing, and report writing.
- Principles and practices of customer service.

SKILL IN:

- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Developing and administering various District capital improvement and project budgets and expenditures.

ABILITY TO:

- Analyze budget and technical reports; interpret and evaluate staff reports; conduct necessary research and compile comprehensive reports.
- Work successfully with citizens, planning groups, neighborhood associations, Board level committees and other organizations and individuals.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

- Prepare and administer division budgets including capital improvement and project budgets; allocate limited resources in a cost-effective manner.
- Manage and monitor complex projects ensuring compliance with project specifications and budgets.
- Source grant funding opportunities and manage awarded grants.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Communicate effectively, orally and in writing with employees, consultants, other governmental agency representatives, municipal officials, and the general public.
- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Provide administrative, management, and professional leadership; observe performance and evaluate staff; problem-solve issues of District-wide application.

LICENSES AND CERTIFICATIONS:

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Certified Parks and Recreation Professional (CPRP) issued by the National Recreation and Park Association (NRPA) at time of application is preferred or the ability to obtain this level of achievement and recognition and professional stature at a future date.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, database, power point, and project scheduling; fax, copy machine, calculator; motor vehicle; phone; cell phone; mobile radio.

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 in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Some outdoor work is required in the inspections of various land use developments, construction sites, or District facilities; must be physically able to move about on construction work sites, up and down ladders, and under adverse field conditions. Hand-eye coordination is necessary to operate computers and various pieces of office equipment; use fingers to write or type. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must possess the ability required to sit; climb or balance; stoop, bend, kneel, crouch, or crawl; talk or hear; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee will occasionally be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Work hours are irregular and include evening meetings and networking.

ENVIRONMENTAL CONDITIONS:

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

Employees work mainly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees occasionally work in outside weather conditions exposed to hot, cold, wet and/or humid conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration.
