

HIGHLANDS RECREATION DISTRICT • JOB DESCRIPTION

ADOPTED BY THE GENERAL MANAGER	SEPTEMBER 2010	JOB TITLE GENERAL MANAGER	EXEMPT
<p>Definition</p> <p>To plan, direct, manage and oversee the operations of the Highlands Recreation District, including the recreation center facility and grounds, open space areas, and all administrative functions, finances, and recreational services.</p> <p>Distinguishing Characteristics</p> <p>This position receives policy direction from the Board of Directors. The General Manager works with staff comprised of a School-Age Director, Early Education Director, Aquatics Supervisor, Recreation Supervisor, Maintenance Supervisor, Bookkeeper and supporting staff. The position requires the incumbent to be able to work independently, exercising judgment and initiative and be experienced in customer service & have a strong background in public relations along with the ability to be a team player.</p> <p>Typical Duties</p> <p>Assume full management responsibility of recreation services and activities. Manage the development and implementation of District goals, objectives, policies and priorities for the District and each program area. Advise Board of Directors on staffing and organizational needs. Plan, direct and coordinate all programming through subordinate level supervisors. Review and evaluate work methods and procedures. Prepare and proposal fiscal budget to the Board of Directors for approval. Maintain and manage a District capital improvement program. Collaborate with other organizations and agencies. Report monthly to the Board of Directors. Conduct community meetings and stay current with the trends and innovations in the field of recreation and administration.</p> <p>Desired Qualifications</p> <p><u>Knowledge of:</u> Operations, services, and activities of a comprehensive recreation services program. Management skills to analyze programs, policies and operational needs. Principles and practices of program development and administration. Principles and practices of budget preparation and administration. Principles of supervision, training and performance evaluation. Principles and practices of recreational administration, facility and grounds maintenance management, and program development.</p> <p><u>Ability to:</u> Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel. Select, hire, supervise, train and evaluate staff. Lead and direct the operations, services and activities of the District. Identify and respond to the Board and community issues, concerns and needs. Develop, implement and administer goals, objectives, and procedures for providing efficient recreation services, which meet the needs of the constituents. Direct the development of facility and grounds use policies and regulations. Create work units and teams to facilitate special programs, events and projects. Prepare clear and concise administrative and financial reports. Prepare and administer fiscal budget. Communicate clearly and concisely, both in writing and orally. Establish and maintain effective working relationships with those contacted in the course of work including Board of Directors, community groups, and the general public. Maintain effective audio-visual discrimination and perception to the degree necessary for successful performance of assigned duties. Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.</p> <p><u>Experience:</u> Four years of increasing responsible experience in a public recreation and park agency including two years of administrative and supervisory responsibility.</p> <p><u>Education:</u> Equivalent to a Bachelors degree from an accredited college or university with major course works in Business Administration, Parks and Recreation, or related field.</p> <p><u>Additional Requirement:</u> Possession of a valid Class C California Driver's License</p>			

GENERAL MANAGER • JOB SPECIFICATIONS

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the Job Descriptions. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the operations of the Highlands Recreation District, including the recreation center facility, grounds and open space areas, and all administrative functions, finances, and recreational services.

DISTINGUISHING CHARACTERISTICS

This position receives policy direction from the Board of Directors. The General Manager works with a staff comprised of School-Age Director, Early Education Director, Aquatics Supervisor, Recreation Supervisor, Maintenance Supervisor, Bookkeeper and supporting staff. The position requires the incumbent to be able to work independently, exercising judgment and initiative and be experienced in customer service & have a strong background in public relations along with the ability to be a team player.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors.

Exercises direct supervision over management, professional, supervisory and administrative staff

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS-*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Assume full management responsibility for all recreation services and activities including building & grounds maintenance, adult and youth recreation, aquatics, community affairs; develop and administer policies and procedures.
2. Manage the development and implementation of District goals, objectives, policies and priorities for the District and each service area.
3. Advise Board of Directors on staffing and organizational needs; establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level supervisors the District's work plan; meet with staff to identify and resolve problems, assign projects and program areas of responsibility, review and evaluate work methods and procedures.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement. Direct and implement changes.
6. Supervise all District personnel; select, motivate, and evaluate personnel, provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Collaborate with other organizations and agencies.
8. Confer with program supervisors and recommend District fiscal budget to Board of Directors; oversee and participate in the administration of the District budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; exercise budgetary controls and approve expenditures; direct the preparation and implementation of budgetary adjustments as necessary; and maintain and manage a District capital improvement program.
9. Meet with monthly and prepare and present reports and other necessary correspondence to the Board of Directors.
10. Negotiate contracts and agreements for professional services; oversee the administration of agreements; inspect work of architects, contractors and suppliers to ensure District requirements are being met and work is performed in accordance with specifications.
11. Direct the development of long-range plans for the District.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints
13. Oversee the preparation and maintenance of Board agendas, meeting minutes and other District records as Board Secretary.
14. Attend District and community special events and meetings.

Marginal Functions

1. Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of recreation administration.
2. Perform additional duties and responsibilities as required.

QUALIFICATIONS

Knowledge of

Operations, services, and activities of a comprehensive recreation services program.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles of supervision, training and performance evaluation.

Principles and practices of recreation administration, facility and grounds maintenance management, and program development.

Ability to

Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel.

Select, hire, supervise, train and evaluate staff.

Lead and direct the operations, services and activities of a recreation services district.

Identify and respond to Board and community issues, concerns and needs. Assess community needs.

Develop, implement and administer goals, objectives, and procedures for providing efficient parks and recreation services, which meet the needs of the constituents.

Direct the development of facility and grounds use policies and regulations.

Create work units and teams to facilitate special programs of events and projects.

Prepare clear and concise administrative and financial reports.

Prepare and administer fiscal budget.

Communicate clearly and concisely, both in writing and orally.

Establish and maintain effective working relationships with those contacted in the course of work including Board of Directors, community groups, and the general public.

Maintain effective audio-visual discrimination and perception to the degree necessary for successful performance of assigned duties.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Four years of increasing responsible experience in a public recreation and park agency including two years of administrative and supervisory responsibility.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course works in business administration, parks and recreation, or related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California Driver's License

WORKING CONDITIONS

Environmental Conditions

Lively recreational facility, indoor office environment and outdoor work environment; and may be exposed to variable or inclement weather conditions.

Physical Conditions

Essential and marginal functions may require maintaining physical conditions necessary for variety of recreational activities, lifting, bending, stooping, kneeling, sitting, and walking; and occasionally climb, balance, crawl and stand for prolonged periods of time. Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone and in person assisting customers and program participants; bodily mobility to lift and maneuver program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, writing and answering telephones.