



Town of Oro Valley Classification Description

Title: **RECREATION AND CULTURAL SERVICES MANAGER**

Department: Parks & Recreation

Salary Grade: 111

Job Code: 2515

FLSA Status: Exempt

POSITION SUMMARY:

Under general supervision, develops, facilitates, and manages recreation programs, activities and special events to meet community needs and interests; supervises and trains new and existing staff members; ensures the correct implementation of policies and procedures; directs the maintenance of facilities; and insures a safe environment for recreation participants and staff.

ESSENTIAL JOB FUNCTIONS:

- A. Manages recreation programs, activities and special events for the Parks and Recreation Department, exercising independent judgment and decision-making.
- B. Makes hiring and termination decisions, or provides significant input into such decisions. Recruits, screens, supervise, trains, schedules, evaluate and disciplines subordinate staff.
- C. Implements Department policies and procedures.
- D. Responsible for the development and maintenance of Contract Employee documents.
- E. Develops promotions and publicity materials for program activities.
- F. Facilitates agreements with outside agencies for facility usage for recreation programs and special events.
- G. Coordinates with Town Departments for legal consultation, facility usage issues, hiring staff and programming necessities.
- H. Prepares and maintains budget and records, analyzes statistical reports, organizes special projects, maintains inventory, and prepare and write specifications for new equipment as needed while purchasing replacements.
- I. Purchases and orders equipment/supplies.
- J. Responds to customer service and safety issues as they relate to the recreational programs.
- K. Completes reports, timesheets, cash receipts, incident/accident reports, and other administrative paperwork according to established protocols and procedures as required.
- L. Advises Parks and Recreation Director on programming, planning, and designing new Recreation Facilities and any other recreation information, inquiries, issues or concerns.
- M. Regular, daily attendance is an essential function for this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of contract negotiation procedures and terms.
- Knowledge of recreational and athletic activities and related facilities and equipment.
- Knowledge of supervision principles.
- Skill in developing, implementing and overseeing community programs.
- Skill in delegating, training and evaluating work activities to assigned staff.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Public Administration, Parks and Recreation, National Resources or related field.
- Four (4) years' experience in parks and recreation including one (1) year at a supervisory level; **OR** an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.