

## **RECREATIONAL FACILITIES MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional recreation work involving responsibility for planning, organizing and promoting the several major segments of a community recreational program based in town-owned facilities as well as managerial responsibility for the smooth and efficient operation of facility programs. The work differs from that of the Recreational Activities Manager in that the latter is primarily concerned with playground and recreation center events as well as special activities such as concerts and field trips. The work is performed under the general supervision of the Director of Parks and Recreation. Supervision is exercised over recreational personnel such as program specialists and leaders. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Directs the day-to-day operation of the town-owned facilities such as a golf course, swimming pools, tennis courts, ball fields, parks, etc.;

Develops and initiates programs and activities of an organized nature which are held at the town parks and/or recreational facilities;

Selects, trains and supervises staff;

Gives appropriate directions to assigned personnel;

Assists in budget preparation, fiscal auditing and accounting for revenues derived from the operation of facilities or the conduct of programs;

Enforces the terms of the town's contracts with the various concessionaires at the golf course, swimming pools and parks;

Assists in establishing and promoting a public relations program for the facilities and their programs;

Recommends the need for establishing rules and regulations regarding the use of facilities;

Prepares reports and studies concerning the use of facilities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the theory, principles and practices used in the management of recreation programs and recreation facilities operations; good knowledge of leisure behavior; good knowledge of community recreational needs and interest; good knowledge of business theory and organization techniques; ability to organize, develop and maintain a comprehensive recreation and facility services program; ability to supervise technically trained personnel in related fields; ability to communicate and cooperate both orally and in writing with other organizations and the public; sound professional judgment.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Recreation or Park Administration and two (2) years of supervisory or managerial experience in the conduct of recreation activities which included a responsibility for the operation of parks and facilities.

**NOTE:** A Master's degree in Recreation, Recreation Administration or related field or Park Administration may be substituted for one (1) year of the required experience.