

Job Class Code: 5520	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist the Director with the management of the municipal recreational programs, directs staff, oversee, develop, direct and coordinate operations of municipal recreation and/or leisure programs. The class is responsible for staff supervision, policy development, training, budget preparation and monitoring, reporting, planning, marketing, scheduling, program/activity development and coordination. The class works independently within broad policy and organizational guidelines to plan and implement projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Assists the Director in organizing and directing through subordinates comprehensive recreational programs for all aspects of the community.
- Plans, implements, and oversees the administration of municipal recreation facilities, programs and activities.
- Develops and presents budget requirements; oversees and approves expenditures; prepares financial forms and reports, develops and implements sponsorship packages; administers and monitors a variety of programs as self-supporting or partial supporting activities; researches and determines proposed fee structure of activities, facilities and rentals, contractors, vendors, and participants .
- Supervises staff, including recruiting, interviewing, selecting, training, assigning and evaluating work, scheduling, monitoring hours, counseling, disciplining, and terminating.
- Interacts with the public and other agencies in person, in writing, by computer and by telephone to resolve concerns and inquiries and to convey information.
- Prepares a variety of analytical studies, reports, manuals, packages and related information and presents recommendations for decision-making purposes.
- Researches, develops and supports implementation of policy and procedures; interprets and enforces same.
- Maintains record system for assigned area; processes daily paperwork including memos, correspondence, requisitions, payroll, computer inquiries, registrations, reservation systems, and personnel information.
- Researches, develops, and coordinates recreation activities, programs, and events; performs grant research at local, state, and federal levels.
- Attends or conducts staff and other professional meetings to exchange information; supervises and leads related board and commission meetings; attends professional seminars or conferences to improve professional skills.
- Assists the Director in developing public, private partnerships to support program and facility needs.
- Identifies and responds to community concerns and issues consistent with established policies.
- Reviews and recommends to the Director the approval of contracts and memorandums of understandings and approves reports, invoices, and payroll; authorizes rental requests for various facilities.
- Makes presentations to City organizations, boards, and groups to inform citizens of available programs, activities, and special events.

- Develops, and updates departmental safety standards policies for programs and participants; investigates allegations of misconduct relating to activities or programs and prepares recommendations for Director.
- Identifies program facility housekeeping and maintenance concerns and resolves issues.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place and sequence of operations and activities based on analysis of data or information and may implement and report on operations and activities which are broad in scope; utilizes a variety of computer and social media.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, and scheduling; maintains harmonious relations; utilizes skills to resolve conflict resolution; and promote efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines; solving people, work, facility and program-related problems; handles emergency situations that may include highly emotional issues.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages; performs moderately complex calculations and utilizes descriptive statistics and charts.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally and formally to groups of coworkers, staff in other organizational agencies, the general public, boards and commissions, and people in other organizations; composes original reports and training, marketing and other written materials using proper language, punctuation, grammar, and style; presents training programs and workshops.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure and emotional issues.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; develops standard operating procedures, policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a a bachelor's degree in recreation, sports management, business administration, or a closely related field. Graduate coursework in public administration, recreation, sports management or business is preferred.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of full-time equivalent experience and supervisory progression directly in the municipal park and recreation profession.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Certified Parks and Recreation Professional preferred.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. The ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.