

<b>Job Class Code: 5240</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 4</b>

**GENERAL DESCRIPTION**

The purpose of this job classification is to manage, direct and administer the safe daily operation of all community centers, work order centers, warehouse operations and parks within the City of Chesapeake. The class is responsible for providing technical expertise to park programs, facilities, resources and visitor services in all City of Chesapeake parks, recreation and waterway properties and on any City property used for City recreational purposes. This position reports directly to the Parks, Recreation & Tourism Superintendent.

**TYPICAL TASKS**

- Manages and administers various recreational programs, park facilities, work order center, warehouse, and oversees community centers to include completing required reports, marketing, budgeting, purchasing, and financial transactions to include revenue collection, and grant submittals.
- Coordinates balanced program offerings through comprehensive parks, recreation and tourism utilization planning and appropriate design of special events, specialized recreational opportunities, and other activities.
- Oversees and develops short and long-term strategic goals pertaining to the planning, development, design and operational processes of the community centers, parks, work order centers and warehouse programs. Establishes and implements management systems to effectively meet operating goals and objectives.
- Responsible for effective supervision and administration of Parks staff, to include staff organization and development, performance evaluations, employee relations, prioritizing and assigning work as well as supervising all programs and facilities including completing required reports, budgeting, purchasing and financial transactions to include revenue collection, and related activities. Evaluates the need to fill vacant positions and makes recommendations.
- Ensures the availability of labor, equipment and materials as required for department operations, resource management, site interpretation and visitor and site protection.
- Identifies problems and concerns related to operations and maintenance of department facilities, structures and amenities and takes action to resolve as necessary.
- Coordinates facility operations and revenue management including all store and concession stand operations to include inventory management, sales, pricing, food preparation and point of sale development and utilization; ensures compliance with all applicable Department of Health standards of food service.
- Regularly reviews inventory at all facilities to ensure adequate levels of equipment and supplies are properly maintained or discarded if not needed.
- Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Screens and responds to general inquiries and complaints; provides information on policies and procedures; performs similar types of administrative support activities.
- Develops and recommends policies and procedures; recommends internal branch organization, and establishes and implements management systems to effectively meet operating goals and objectives.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Plans or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related programs.
<b>Mathematical Requirements</b>	Performs additional and subtraction, multiplication and division, and/or calculates ratios, rates and percents; may use descriptive statistics.
<b>Language Requirements</b>	Reads journals, manuals and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations, composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.

<b>Mental Requirements</b>	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.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a large segment of the organization and the general public; develops policies and procedures.

**KNOWLEDGE, SKILLS, AND ABILITIES**

<b>Knowledge</b>	Thorough knowledge of park facility operation and maintenance to include visitor management principles and techniques, waterway facility operations and maintenance, natural resources management, search rescue and park emergency operations as applied to parks and outdoor recreational settings. Extensive knowledge of recreational programming, facility operations, and available resources of assigned areas to include professional recreational philosophies, principles and practices. Basic knowledge of procurement and standard warehouse processes and procedures. Knowledge of proper methods of researching, preparing and disseminating public information; knowledge of occupational hazards, safety precautions and safety regulations related to recreational activities; knowledge of strategic planning principles and processes for providing customer services. Knowledge of safety rules and precautions relative to park operations, visitor safety and recreational equipment usage and basic first aid. Knowledge of law enforcement policies, procedures and practices as they related to park operations to include constitutional law, firearms, and firearm safety. Knowledge of strategic planning principles and theories to ensure competitive advantage and profitability. Knowledge of leadership techniques and principles and processes for providing customer service.
<b>Skills</b>	Utilizes a personal computer with various Microsoft office software. Uses logic and reasoning to understand, analyze and evaluate complex solutions, conclusions or approaches to situations. Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and outside agencies. Utilizes investigative techniques and analyses to follow law enforcement policies, procedures, and practices as related to park patrol, constitutional rights and laws, firearms and firearm safety, Virginia and federal fish and game regulations, and court systems and testimony.
<b>Abilities</b>	Ability to perform arithmetic and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data. Ability to communicate complex ideas and proposals effectively to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to establish and implement effective administrative programs and procedures and to plan and organize daily work routine and priorities for the completion of work.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in recreation, leisure studies, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of five years of experience in park administration or professional recreation administration with 3 years of progressive supervisory experience or equivalent combination of education and experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Requires certification in CPR or the ability to become certified within 6 months of date of hire.
<b>Special Requirements</b>	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.

**ADA REQUIREMENTS**

City of Chesapeake

Class Title: Parks, Recreation &  
Tourism Manager I

The City of Chesapeake is an Equal Opportunity Employer. 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 individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.*

Revised 05/01/22