

LEISURE SERVICES MANAGER

CODES/PAY RANGE

Class Code: 2912

EEO Code: A

Pay Range: 215

MAJOR FUNCTION

Responsible administrative work managing Recreation, Marine Science Center, or Facilities Operations.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Develops, manages and evaluates programs. Coordinates, supervises and trains staff. Develops policies and procedures for employees and programs. Compiles reports as required.

Prepares and monitors annual budget. Maintains detailed records of program expenses and revenues. Monitors equipment budget.

Develops and approves program literature, brochures, pamphlets, etc. for distribution. Stimulates public participation in program under direction. May make presentations to interested groups and civic organizations.

Prepares specifications and purchase requests for materials and equipment. Plans, secures and monitors contractual agreements such as school usage agreements, facility usage agreements, renovation/construction contracts.

If assigned to the Marine Science Center, represents the Center as the liaison to the non-profit Friends of the Marine Science Center group. Coordinates fundraising efforts. Coordinates volunteer program and works with the education coordinator in developing special programs. Is familiar with the gift shop operations and activities.

Addresses correspondence from citizens, civic groups, external agencies, and others. Resolves customer complaints.

Ensures safety of recreational activities and facilities such as playgrounds, centers, ball fields, etc. Develops and implements safety and training programs. May coordinate and oversee work performed by contractors.

May oversee special programs and projects such as the Adopt-A-Park program, park caretaker program, park beautification and clean up programs, volunteer programs.

May develop fee schedules.

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Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of management principles, practices and techniques. Knowledge of budgetary principles and techniques.

Ability to establish and maintain effective working relationships. Ability to communicate effectively orally and in writing. Ability to organize and schedule staff. Ability to manage and direct simultaneous projects and programs.

Recreation - Knowledge of facilities and equipment required for indoor and outdoor recreational facilities.

Marine Science Center – Must be able to handle the wildlife being kept at the center including feeding and cleaning the wildlife.

MINIMUM QUALIFICATIONS

Recreation/Facilities Operation – Bachelor’s degree in Recreation, Physical Education, Parks & Recreation or related field and three (3) years progressively responsible experience in area related to activity of assignment.

Maintenance – Bachelor’s degree in construction, landscaping, horticulture or related field and three (3) years progressively responsible experience in park maintenance, landscaping, nursery operations or related field.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical and professional manuals and journals; maps, reports, letters, memos, financial reports. Ability to write instructions, reports, procedures, rules. Ability to speak publicly and extemporaneously.

Physical Demands: Sedentary to Light Work. Ability to see, talk, lift, grasp, kneel; finger dexterity. May require ability to traverse uneven terrain. May be exposed to inclement weather (rain, cold, humidity, heat), dust, and fumes.

Environmental Demands: Inside and outside work.

Revised 10/94

Revised 6/04