



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: RECREATION MANAGER

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 2530

PAY RANGE CODE: [23.1 MC](#) REVISION DATE: 1/26/17

NATURE OF WORK:

This is administrative, supervisory, and professional work in the direction and coordination of the City's comprehensive recreational program which includes community centers, aquatic facilities, ice arenas, tennis centers, sports complexes, day camps, special events, athletic events, cultural arts, leisure and craft activities for citizens of all ages. Work involves administering, evaluating, and inspecting diversified recreation programs and facility operations, preparing and overseeing the division budget, and supervising subordinate personnel. An employee in this classification works with considerable independence and reports to the department head. Work includes considerable public relations on a continuous basis.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Administers, plans, and evaluates diversified recreation programs and activities for all age groups in the city parks, playgrounds, community centers, and recreation areas.

Participates in long-range and comprehensive planning to meet future recreational goals of the City.

Plans, prepares, and oversees the recreation annual budget and prepares revenue and expense reports for division programs.

Inspects recreational facilities and programs for proper operating procedure and recommends necessary changes.

Assigns work, trains, provides direction, and monitors the performance of professional recreation personnel and recommends the hiring, disciplining, and termination of subordinates.

Promotes and publicizes recreational programs, activities, and facilities through the local media and with public groups.

Communicates with the media, private groups, and the general public regarding recreational programs and responds to citizen complaints.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the philosophy, principles, and practices of public recreation.

Knowledge of the principles and techniques of effective management and their application.

Knowledge of the methods, techniques, materials, equipment, and safety precautions as used in planning, maintaining, and operating recreational programs and the assigned facilities and grounds.

Knowledge of budget preparation and budget management.

Ability to learn and adapt to advances in computer, mobile and electronic device technology and software.

Ability to prepare accurate and concise revenue and expense reports.

Ability to inspect recreational and other assigned facilities and programs and recommend necessary changes.

Ability to supervise subordinates to include conducting training, providing work direction, monitoring performance, and recommending their hiring, promotion, and discipline.

Ability to understand written or oral instructions.

Ability to communicate in order to promote recreational programs and respond to citizen complaints.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit 51 to 75% of the time and reach, balance, bend, stoop, crouch, stand, walk, push and pull up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

Master's Degree preferred

AND

Seven (7) years of experience in supervising and administering recreational activities or facilities, three (3) years of which must have been in a supervisory capacity.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noises or in a City community center or related facility when inspecting recreational programs and activities. At times the work may be performed outdoors in all weather conditions.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Copier
Digital Camera

Telephone
Scanner
Facsimile Machine

Printer
Calculator
Security System

Previous Revision Date(s): 7/29/93
11/3/00
7/28/05