

HESPERIA RECREATION AND PARK DISTRICT
RECREATION MANAGER
(Exempt/At-Will Position)
JOB DESCRIPTION

DEFINITION

The Recreation Manager, under general direction of the General Manager, assumes overall responsibility for the direction and operation of the following areas:

- Commercial Recreation Operations
- Community Partnerships
- Hesperia Lake and Facility Management
- Recreation Service Delivery
- Special Events/Community Events

Initiates and oversees the development, administration, and improvement of all assigned areas. Serves as a member of the District's senior management team with significant involvement in overall District strategic planning and management and provides technical expertise in assigned areas.

Listed areas of responsibility and essential functions are not intended to be all-inclusive or restrictive.

ESSENTIAL FUNCTIONS

- Prepares and presents concise and comprehensive written and oral reports.
- Sets departmental programs and priorities to meet District goals and objectives.
- Ensures compliance with all state and federal laws and regulations.
- Formulates, recommends, interprets and implements District rules, policies, and procedures.
- Provides leadership and works with staff to ensure a work environment that supports achieving the department's and District's mission, vision, core values, plans, and objectives.
- Supervises staff and volunteers; selects and trains personnel; counsels and coaches employees to correct deficiencies; conducts timely and effective evaluations based on performance expectations.
- Serves as staff liaison for various District or community-related committees and subcommittees as assigned by General Manager.
- Prepares and administers department budgets; submits District budget recommendations; monitors department expenditures.
- Attends and participates in professional meetings; maintain awareness of new trends and developments in assigned areas; incorporates new developments as appropriate.
- Determines projects on a weekly, monthly, and yearly basis, including recommendations on District-wide projects.
- All Hesperia Recreation and Park District employees act as representatives of the District and must be public relations conscious.
- Inform supervisor of issues, updates, and other pertinent information in a timely manner.

MARGINAL FUNCTIONS

- Will perform additional tasks as required and needed.

BENEFITS

- Participation in the District's cafeteria plan for health, dental, and vision insurance coverage.
- Term life insurance coverage of \$50,000.
- Paid vacation of up to 25 days a year depending on tenure, plus an employee buyback option.
- Paid sick leave as per policy.
- 13 paid holidays per year.
- Retirement with San Bernardino County Employees' Retirement Association.
- Voluntary Deferred Compensation Program available.
- District does not participate in the Social Security Program, except for the mandatory 1.45% Medicare Contribution.

The Recreation Manager also receives the following benefits:

- 2% District Paid Deferred Compensation.
- 96 hours of management leave per year.
- Supplied District Cell Phone.

QUALIFICATIONS

Education and/or Experience:

- High School Diploma or equivalent.
- Bachelor's Degree from an accredited college and/or progressive experience including supervisory experience in a closely related field at a public agency.
- Master's Degree in a related field is desirable.

Licenses/Certificate:

- Valid California Driver's License.
- Certified Arborist, Certified Playground Inspector, Qualified Pesticide Applicator License, and Aquatics Facilities Operator certification, upon hire or ability to obtain within 6-12 months of employment.
- California Class A Driver's License is desirable

KNOWLEDGE AND ABILITIES

Knowledge of:

- Park operations to include a wide variety of recreation programs and maintenance management.
- Public Administration concepts, theories, principles, methods, and practices.
- Federal, state, and local laws and regulations.
- Microsoft Office including PowerPoint, Word, Access, and Excel.
- General management and supervisory principles and practices including employee motivation, team building, and performance evaluation.
- Administrative techniques including principles of organization and budgeting.

Ability to:

- Analyze complex multidisciplinary issues and implement solutions.
- Demonstrate sound judgement and leadership skills.
- Work cooperatively with diverse groups.
- Collect, evaluate, and interpret varied information and data, either in statistical or narrative form; interpret documents, agreements and contracts; interpret and apply laws, regulations, policies, and procedures.
- Demonstrate strong organizational, planning and administrative skills. Must maintain detailed and accurate records.
- Demonstrate strong verbal and written communication skills.

WORKING CONDITIONS

Environmental Conditions: Work is divided between indoors in temperature controlled environment and outdoors in heat, cold and inclement weather while monitoring programs, facilities, maintenance, etc.; exposure to potentially hazardous chemicals, various colognes/perfumes, smoke, dust, wind, pollen, stinging insects; exposure to noise/vibrations from office machines; work may occur on uneven or slippery surfaces and around heavy construction equipment; work may be performed at significant heights.

Physical Conditions: Essential and marginal functions require maintaining the physical condition necessary for driving and operating a variety of motor vehicles and machines; frequent periods of sitting, driving, walking, standing, and reaching; occasional or rare bending, pushing, pulling, stooping, lifting, climbing, kneeling and squatting may be required; may need to climb a ladder or perform work at significant heights; use of hands to finger, handle or feel objects, write, type, use telephone, operate office machinery; close and distance vision; speaking; hearing.

EXAMINATION

All applications will be screened and only those candidates who best match the needs of the District will be invited to compete further in the examination process.

- Examination may include pre- and/or post-interview testing.
- Medical Examination.

BACKGROUND CHECK

Undergo and clear fingerprinting and a background check.

IMMIGRATION LAW

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services.

SALARY RANGE A Step \$31.00 - E Step \$37.77

Hesperia Recreation and Park District is an Equal Opportunity Employer.