



## PARKS AND RECREATION MANAGER

**Department: Parks and Recreation**

**Job Class: 645200**

**Pay Range: Professional 09**

**FLSA: Non-Exempt**

**Bargaining Unit: N/A**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is responsible supervisory, administrative and operations work for the Parks and Recreation Department. An employee in this classification supervises, plans and organizes recreational programs, maintenance programs and staff. This classification is responsible for ensuring park facilities and programs are safe, clean and meet the public's recreational needs. Managers will oversee one or more large public facilities and programs or services centralized in a geographic zone. Work involves developing effective facility management programs, managing the properties, developing, scheduling and supervising work priorities. Considerable latitude is given in the area of program development, independent judgment and action under general guidelines.

### **ESSENTIAL FUNCTIONS:**

- Manage the day-to-day operations of a large park, inclusive of all indoor and outdoor facilities and programs.
- Inspects assigned parks and recreation facilities.
- Ensure the facility is maintained and recommends improvements if needed. Plans, assigns, organizes and directs projects and employees in response to parks and recreation maintenance and repair work involving recreational areas, buildings, playgrounds, athletic facilities, structures, gardens and equipment.
- Design and implement planned maintenance, turf maintenance, and other management practice protocols that ensure sites can be used for recreational programming, events, and passive uses in accordance with community needs and interests.
- Ensure all federal codes are met, including ADA accessibility.
- Requisitions and controls supplies, materials and equipment. Maintains and controls tool, equipment and supply inventories. Prepares and manages operating budgets, including expense requests for equipment, improvements, renovations and additions. Track costs and estimate needs for budget development.
- Study and evaluate program participation and attendance, determining the effectiveness of programs and services being offered.
- Study and evaluate personnel effectiveness, problems and needs; take appropriate action or make necessary recommendations for action.
- Coordinate and market the facility for overall use with other departments, local and regional organizations.
- Make public presentations, establish contacts with appropriate media sources and prepare brochures, flyers, media releases and public service announcements.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Selects, trains, supervises, motivates, evaluates, disciplines and manages full-time and seasonal personnel. Determine work procedures, prepare work schedules and determine methods for expediting

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workflow; assign, review and approve the work of subordinate staff.

- Ensure consistent interpretation of laws, rules, policies and procedures.
- Ensure compliance with all safety regulation, codes and site operating requirements; including site security and emergency response plans.
- Recommend, establish and implement standards, policies and procedures for efficient and effective operations, programming and maintenance of assigned work and facilities.
- Maintains records and prepares written reports relating to operations and performance.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evening, weekends, holidays and overtime.

#### **OTHER JOB FUNCTIONS:**

- May work with a neighborhood advisory committees or councils
- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under general supervision with the employee expected to plan and assign work independently after objectives and priorities have been defined. Work is reviewed in progress and upon completion by a Parks & Recreation Superintendent for the overall operation, compliance with regulations, policies and procedures. Parks and Recreation Manager is responsible for the overall management of staff, facilities, program development and maintenance related to assigned areas.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Park & Program Managers work in an office environment and in the field on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or work outside of normal scheduled hours may be required. Work is subject to frequent interruptions, engagement with the community, inspections in the field, and normal office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is frequent walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site is required.

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**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Procedures and policies in administration, personnel, and fiscal management such as budgeting and purchasing.
- Computerized record keeping systems.
- Special needs of the public and special groups utilizing the centers.
- Principles of effective supervision
- Resources and agencies in the area which are established to provide social, educational, and health services.
- Parks and maintenance procedures, methods, tools and practices used in the maintenance and operations of parks, recreational facilities, trails and other open spaces.

**Skills of:**

- Making presentations in front of large groups
- Promoting public and other organizations program participation.

**Ability to:**

- Plan, promote, direct, and supervise comprehensive departmental program(s).
- Utilize and coordinate the skills of professional, technical, contracted and volunteer personnel performing operational, maintenance or programming functions.
- Administer the operation, programming, and security of facilities without close or continuous supervision.
- Create an immediate plan of action to respond to emergency or complex situations.
- Recognize, analyze and resolve problems pertaining to parks maintenance and facility care.
- Develop and implement new programs.
- Establish and maintain effective working relationships as required by the work of the position.
- Prepare accurate records and reports.
- Select, train, motivate, discipline, supervise, plan, assign and coordinate work of subordinates.
- understand and follow instructions.
- Work effectively and productively with others.
- Communicate effectively both orally and in writing, to audience of various social, educational and economic backgrounds.
- Utilize specialized software and computerized systems that produce data for decision-making
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential functions of the classification.

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**MINIMUM REQUIREMENTS TO APPLY:**

Bachelor's Degree in Parks and Recreation, Business Administration or related field and four or more years of experience in parks and recreation services related to maintenance, operations and programming of public facilities, which includes at least two years of supervisory level and facility management experience. Additional education and/or experience may substitute for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete Pierce County background investigation. A valid Washington State driver's license is required. Professional certification in either Washington State Recreation or Parks Association or National Recreation and Parks Association is desired. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment.