

*Code: 6263*

*Title: RECREATION PROGRAM MANAGER*

**SUMMARY:** Manages Pima County recreation programs and supervises recreational program staff.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Manages, plans, organizes and coordinates a wide variety of major recreation specialty programs and activities;

Implements departmental recreation policies and procedures;

Participates in departmental reviews on operations and planning;

Participates in the hiring, training, supervision and evaluation of recreational personnel;

Prepares and reviews budget recommendations for recreation programs;

Tracks expenses and ensures that program expenditures are within budget;

Orders all necessary equipment and supplies for operation of programs;

Establishes and maintains cooperative planning and working relationships with local, state, regional and national agencies;

Arranges the preparation and use of specific department or community athletic facilities;

Handles public inquiries and provides information on county recreation programs to the general public;

Attends meetings;

Maintains records and prepares reports and presentations.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of supervision and management;
- principles and policies of public recreation program administration;
- budgetary concepts, processes and procedures;
- a wide variety of community, school, cultural and/or sports recreation activities.

Skill in:

- planning and implementing major recreational specialty programs and activities;
- coordinating diverse programs and projects;
- training, supervising and evaluating subordinates;
- evaluating recreation programs;
- communicating effectively, both orally and in writing;
- establishing and maintaining effective working relationships with others.

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university with a major in public recreation administration, or a related field as defined by the appointing authority and three years in public recreation program administration, including two years in a supervisory capacity.

(Additional relevant experience may substitute for the aforementioned education)

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OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona driver's license with appropriate endorsement(s), as defined by the appointing authority, is required within 6 months from the date of appointment. Failure to obtain/maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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