SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Division Manager, Recreation

Revision Date: 02/06
EEO Function: Parks & Rec
EEO Category: Professional
Status: Exempt (Exec)
Control No: 30602

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Parks and Recreation Director, supervises and directs the Recreation Division, designs and promotes recreational programs for the City including youth and adult sports programs, classes, Senior Citizen activities and other special events. Oversees the rental and reservation of all parks & recreation facilities.

III. Essential Duties

- Designs, promotes, coordinates and directs recreational programs for the City including youth and adult sports programs, educational and fitness classes, and special events.
- Supervises the division personnel.
- Plans and conducts training and workload scheduling of division staff.
- Prepares and administers the division and program budgets.
- Performs cost analysis of program supplies and equipment.
- Evaluates programs for their effectiveness.
- Develops & implements a marketing plan including flyers, press releases & brochures for the City recreation programs.
- Communicates & coordinates with other Parks & Recreation professionals.
- Acts as a liaison and is involved in community organizations (School District, Senior Advisory Board, Chamber, Healthy Sandy, Boys and Girls Clubs).
- Maintains communication with other departments and divisions.
- Administers the rental & reservation of all Parks & Recreation facilities.
- Implements & administers the Parks & Recreation Department web page and e-commerce plan.
- Coordinates recreation division records and statistical data.
- Provides specific documentation of inspection and maintenance records to meet risk management standards.
- Organize and oversee division and departmental goals.
- Performs general office duties, answer phones, take messages, type letters and open mail.

IV. Marginal Duties

- Stays current on trends in the parks & recreation field.
- Processes large P.O.'s for t-shirts, brochures, trophies, team pictures, etc.
- Becomes involved in various community recreation programs.
- Schedules all park facilities including the Parks & Recreation Building, , Elementary School, Middle School & High School recreational facilities.
- Performs other duties as assigned.

V. Qualifications:

Education: Bachelors Degree in recreation management or related field;

Experience: Five years related work experience with progressively increasing responsibilities including at least two years administrative and supervisory experience; may substitute an equivalent combination of education and experience, not including supervisor experience.

Probationary Period: A one-year probationary period is a prerequisite to this position.

License: Must possess a valid Utah Driver's License; a valid Utah Commercial Driver's License (CDL) may be required within six months of hire.

Knowledge of: Principles of management and budgeting; goals and objectives of community recreation program design; CPR, blood borne pathogens, MSDS & OSHA requirements, ADA laws, facility management; correct English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; division budget preparation and supervision; moderate responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction; direct responsibility for four Program Coordinators and numerous temporary/ seasonal employees.

Communication Skills: Communicate effectively verbally and in writing; contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contacts involving the carrying out of programs and schedules requiring and influencing of others to obtain desired result; outside contact with public presenting data that may influence important decisions; frequent contacts with executives on matters requiring explanations and discussions.

Tool, Machine, Equipment Operation: Regular use of a copy machine and telephone; frequent use of a personal computer, AS400 mainframe, recreation software and fax machine; occasional use of a typewriter.

Analytical Ability: Organize, delegate, and establish meaningful goals; design and implement a variety of recreation programs; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Generally comfortable working conditions with some field work in supervising staff and programs; job requires great mental effort and extreme mental pressure and fatigue during an average work day; constant exposure to deadlines and evening/weekend and holiday work; frequent stress from managing multiple priorities and interpersonal conflicts.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.