
RECREATION MANAGER

Department:	Community Services	Reports To:	Recreation Director
Division:	Recreation	Location:	Administration Building
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	June 2004
Pay Grade Level:	9		

JOB SUMMARY

Performs a variety of complex professional and administrative work in planning, developing, scheduling, implementing and managing the year-round, parish wide recreation program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Manages and supervises parish wide recreation and associated administrative operations to achieve goals within available resources; plans, organizes, and directs work assignments and staff workloads; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed
- Provides leadership and direction in the development and subsequent maintenance of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates division activities with other departments and agencies as needed; assists Recreation District directors in the coordination and implementation of activities and programs; attends monthly meetings of the various Recreation Districts; and performs the duties of a district director in the event of extended absence
- Provides professional recommendations to supervisors, elected officials, the various Recreation Districts, outside boards and commissions, civic groups and the general public
- Communicates official plans, policies and procedures to staff, supervisors, the various Recreation Districts, elected officials, and the general public; meets regularly with all Recreation Districts Boards of Commissioners
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures of the Recreation Division to ensure sound fiscal control and accountability; prepares and administers annual recreation budget; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, equipment and staff time

- Manages all parish-owned parks, play fields, and boat launches to ensure that all equipment, facilities, and grounds are maintained and operated in a safe, clean, and workable manner
- Monitors parish recreation conditions and demands/needs and implements changes and/or new programs to meet needs
- Maintains working liaison with federal, state, and parish recreation service providers for coordination of recreation activities, funding opportunities, and facility/equipment usage
- Prepares annual operational and capital improvements budget; assists in the completion of the annual audit by providing requested financial documents and records
- Monitors capital construction projects occurring in parish parks, playgrounds, boat launches and centers
- Prepares bid packages for compliance with parish and state public bid laws
- Performs public information/promotion services through the development of recreation public service announcements, brochures, other publicity efforts; addresses civic organizations regarding available recreation services and facilities
- Receives and resolves citizen complaints, concerns, and questions regarding the recreation program
- Develops and implements annual social and cultural activities, such as sports tournaments, "Fun Days", Senior Olympics, etc
- Provides training and direction to division staff to ensure that the duties, responsibilities, authority, and accountability of direct subordinates are clearly defined and fully understood; resolves grievances, conducts employee performance evaluations, makes recommendations for promotions, layoffs, terminations, and wage increases; determines manpower shortages and facilitates the creation of new positions within the division

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Responsible for the establishment and maintenance of all division records and reports
- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Shares expertise with others.

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Improves processes, products and services.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Innovation - Develops innovative approaches and ideas.

SUPERVISORY RESPONSIBILITIES

Supervises all employees in the Recreation Division. Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Bachelor's degree from four-year college or university; or three (3) to five (5) years related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present

information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have good knowledge of the methods, practices, and procedures in proper personnel administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions, required to work around moving mechanical equipment and may be

occasionally exposed to wet/humid conditions, air-borne particles, fumes, and/or toxic or caustic chemicals. The noise level in the occasional outdoor work environment is usually moderately noisy.