

**CITY OF ELGIN
POSITION CLASSIFICATION PLAN**

POSITION TITLE: Parks and Recreation Program Manager

DEPARTMENT: Parks and Recreation Department

REPORTS TO: Parks and Recreation Director

GRADE: Exempt

REVISION: 12/23/2016

Job Summary:

Under general administrative supervision of the Parks and Recreation Director, performs the following duties personally and through subordinates; oversees and directs activities for the Elgin Recreation Center as well as Elgin Parks, recreation programs & special events, provides training and supervision for subordinates and volunteers, provides information to the public through social media, print and online materials, creates maps for projects, writes grants and provides supporting documentation for grants, provides support for community development projects.

Essential Job Duties:

- Manages the services and operations of the Recreation Division of the Parks and Recreation Department through effective planning, supervision, coordination and evaluation.
- Oversees the Recreation Center operations, facility and park rentals and reservations, leisure and recreational programming, adult leagues, aquatic operations, community based special events, day camps and various outreach and volunteer events and functions.
- Coordinate all administrative aspects of the Recreation Center including, but not limited to billing, reviewing and making of Purchase Orders, and approving employees' time sheets. Responsibilities include staffing, maintenance, and programming.
- Develops, administers, implements, schedules and evaluates all youth, senior citizens and special events, fitness, contract and instructional programs at the City of Elgin locations and various locations within the community. Prepares program information and registration, registers and enrolls participants in programs and department's special events.
- Composes and provides reports of parks and recreational programs, projects and activities monthly to the Director of Parks and Recreation. Analyzes the effectiveness of services and develops goals and priorities for the Recreation Department. Evaluates subordinates' performance on a periodic basis. Maintains appropriate electronic records for all areas of the job in order to keep an efficient and sustaining data system for annual programs. Develops safe and effective work procedures; ensures that all programs are properly supervised, monitors all activities of the recreational division.

- Supervises, recruits, hires, directs, trains, assigns and evaluates work duties for: recreation center staff, fitness instructors, summer camp employees and interns, temporary and seasonal staff and volunteers ensuring that proper policies and procedures are followed, that work and safety standards are maintained and that work schedules are met. Supervises contract programs and other recreational vendors.
- Ability to work independently to develop and plan programs, create schedules and budgets, manage and evaluate programs from inception to implementation for all ages utilizing all park facilities. Recruit, coordinate, utilize, and retain volunteers to implement programs.
- Works with the Finance Department, Finance Department purchasing agent for Administration, Recreation and Aquatic budgets. Processes invoices for timely payment.
- Pool facility management, includes duties necessary to operate the Elgin Municipal Pool facility and provide a safe, enjoyable and clean environment for pool patrons. Included duties are: employee training and supervision, proper equipment maintenance supervision, purchasing, adherence and updates to safety regulations and training as well as proper record keeping.
- Assist in researching grant opportunities, writes grants, provides supporting materials for grants, and takes proactive action for the City to be prepared to submit grant applications.
- Monitors equipment throughout park facilities, orders replacement parts and supplies.
- Monitors park reservations, deposits, refunds, and scheduling of park facilities for team sports or other organized events.
- Drives to each activity site to supervise and train employees; monitors program activities. Oversees special events and holiday activities as assigned; and supports citywide special events by serving on event committees. Provides customers with information over the telephone and in person; responds to and resolves citizens' complaints concerning programs, special events and activities.
- Serve as the Department's liaison for youth, senior and other civic groups and organizations. Works with various local groups in organizing and developing effective partnerships through sponsorships, donations and grants.
- Provides staff support and technical assistance to the Parks and Recreation Advisory Board and other related recreation & special event committees, including meeting agendas, minutes and materials.
- Coordinates activities of the department with the programs of other departments and local agencies involved in recreation and special events.
- Foster positive City government/community relations through contacts with citizens, community organizations and groups in Elgin. Represent the department on city wide committees. Provides support for community events and festivals as directed by the Parks and Recreation Director.
- Plans, creates and coordinates the development of a promotional marketing program with promotional material to promote department's programs and special events by using various marketing techniques and media releases, including web updates, social media, news and other sources. Assist in the developing, administering and monitoring of the budget for programs and department's special events. Prepares monthly reports and maintains revenue and expenditures reports on all programs and department's special events; order supplies and equipment for programs and department's special events.
- Maintains on-call status as needed to support the recreational programs throughout the year.
- Contributes to the overall team effort by performing other related duties as may be assigned.

Supervisory Responsibilities:

Directly supervises full and part time employees in the Recreation Division of the Parks and Recreation Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE

Bachelor's Degree in Recreation Administration or related field, plus two years of responsible supervisory or managerial experience; or equivalent combination of education, training and experience which provides the required knowledge, skills and abilities for the position. Currently possess or able to obtain an Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO), certified Red Cross Lifeguard and swim lesson trainer, first aid/CPR certification on the date of hire, or within a timeframe that meets the needs of the City of Elgin.

Must possess a valid Texas drivers license

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:**Knowledge:**

Recreation, cultural and social needs of the community; procedures for planning, implementing and maintaining a variety of recreation and leisure activities and programs through community participation; and program administration including budgeting, purchasing and personnel management. Knowledge of a wide variety of parks and recreation programs, such as, sports programs, kids programs, and senior programs. Must have the ability to seek programming opportunities for a diverse demographic.

Ability:

Design, develop and implement recreation programs suited to the needs of the community; read and interpret plans, and designs; analyze, interpret and explain department policies and procedures; supervise, train and evaluate subordinates and volunteers; communicate clearly and concisely, orally and in writing; make effective presentation in front of groups; develop, present, and administer a budget; establish and maintain effective working relationships with public groups, agencies and others contacted in the course of work. Experience in Microsoft Office and its programs, social media, and simple web based software.

Skills:

Strong written and oral skills; works well under pressure and produces results in a timely manner, works well with the public, department heads, and general workforce, communicates effectively while maintaining composure, displaying a helpful attitude and professional demeanor in all circumstances both in person, via telephone and via email. Proficient with PowerPoint, Excel, Word and office systems. Must be able to swim.

Working Conditions:

- Works outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather.
- Uses good judgment to work safely and use equipment properly; lifts, holds, carries, and push and pull up to 75 pounds, and pulls, pushes or drags up to 100 pounds of equipment and or supplies.
- While performing the duties of this job, the employee is regularly required to talk and hear, required to walk, use their hands and fingers, handle or feel objects, reach with hands and arms, stoop, kneel, crouch, crawl, move from location to location, stand for extended periods of time, and may sit at a keyboard for extended period of times.

Disclaimers:

Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assessment of essential job functions; it does not prescribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

City of Elgin is committed to compliance with the American Disabilities Act & Amendments Act. If you require a reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 229-3224.

The City of Elgin is an Equal Opportunity Employer.

Employee Signature

Michael Gonzalez
Director, Parks and Recreation

Printed Name

Date