



DIRECTOR OF RECREATION

POSITION

The Director of Recreation reports to the District Manager and has responsibility for the operations of the Recreation Department, which includes the provision of recreation programming in the following areas; adult and youth sports, alternative recreation (aka therapeutic recreation), aquatics, before and after school clubs and day camps, facility uses, golf courses, preschool, program marketing, recreation classes, senior activities, special events, volunteers, youth and teen activities.

EXAMPLE OF DUTIES

The essential functions of the job include, but are not limited to:

- Manages all aspects of the Recreation Department's functions, which includes the provision and promotion of recreation programming in the following areas; adult and youth sports, alternative recreation, aquatics, before and after school clubs and day camps, golf courses, facility uses, preschool, program marketing, recreation classes, senior activities, special events (both District sponsored and as liaison to large non-profit organization rentals of District facilities), volunteers, youth and teen activities.
- Develops and implements Departmental goals, policies and priorities for each service area, and assesses and monitors workload, administrative and other support systems and internal reporting relationships, and identifies opportunities for improvement and implements change.
- Oversees use of departmental equipment and vehicles, including but not limited to mobile stage, mobile stage rentals, inflatable movie screen, large format projector(s), large format printer, color copier and audio-visual equipment.
- Oversees summer Music in the Park series including but not limited to safety of patrons and staff, coordination of parking, selection of performers and sound engineer, finances/costs, and meeting all governmental requirements of County Health, City of Simi Valley and Police and Fire agencies.
- Exercises considerable independent judgment in overseeing a comprehensive and effective Recreation Department.
- Promotes the values of the District through example and accountability, and maintains working knowledge of District policies, procedures and applicable laws.
- Ensures proper management of all financial aspects of the Recreation Department, including program specific and Department wide accounting, budgeting, purchasing, invoicing, paying, cash handling and reporting.
- Makes written and verbal presentations and provides information to the Board of Directors, Committees and other governmental and community service organizations; attends meetings, functions and

conferences as directed which includes attendance at all District Board Meetings unless excused by the Director Manager.

- Ensures Departmental staff successfully assist the public and other staff members by providing them timely and accurate information and assistance when necessary or appropriate.
- Ensures recruiting, selecting, training, disciplining, time keeping and processing of all full and part-time employees occurs in compliance with District policies and procedures.
- Works collaboratively with management.
- Serves as liaison to outside sports groups, directly or through designee, to help ensure effective collaboration, use and maintenance of District facilities by the groups for the benefit of the public.
- May assume the duties of the District Manager in the absence of the District Manager.

The position may perform other duties as required or assigned by the District Manager.

EMPLOYMENT STANDARDS

Requires a Bachelor's degree from an accredited college or university. A Master's Degree is preferred. Five years professional and progressively responsible work experience in recreation or related field. Three or more years of management-level experience within a government organization. A satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities necessary to perform the functions of the job may be considered.

Must have excellent managerial and supervisory abilities, be able to use independent judgment and create a positive, constructive relationship with the public and staff. Must possess excellent written and oral communication skills and be adept at performing technical duties utilizing Max Galaxy, ADP, Word, Excel, PowerPoint, and Publisher.

Must be able to delegate authority and responsibility, select, supervise and train staff, analyze problems and determine and implement solutions, research and evaluate, prepare clear and concise verbal and written reports, prepare and administer departmental budget and interpret and apply policies, laws and regulations accurately.

Licenses and Certifications: valid California Driver's License required.

PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require the regular climbing of stairs, occasional bending, kneeling, squatting or reaching, working on rough or uneven terrain, and it is expected that lifting will be limited to less than 40 pounds. Requires the use of District vehicles.

EQUAL OPPORTUNITY EMPLOYER

All aspects of employment and promotion shall comply with the principle of Equal Employment Opportunity.

