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**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for developing, coordinating, and implementing the operation and programming of the park and recreation resources as outlined in the department's vision statement; and performs other related assigned duties.

**ESSENTIAL TASKS:**

- Designs and establishes recreation programming, sets fees based on customer benefits, coordinates and implements quality programs to meet customer service satisfaction levels
- Provides customer service by relaying information, solving problems, and coordinating facility inquiries and requests
- Conducts ongoing reviews of instructors and participants and prepares various reports to assure programming, participant needs and City facility/financial needs are being met
- Prepares and submits purchase requests for program and park resource supplies
- Interviews, employs, trains, supervises, schedules and evaluates full-time, seasonal and contractual personnel
- Identifies and maintains safety measures for public, staff and park resources
- Responsible and accountable for annual expense and revenue budgets for park including daily cash processing, budget monitoring, purchase card processes, purchase requisitions and capital processing
- Develops measurable performance measures that will demonstrate efficiency and accountability to customer expectations and desires
- Manages, and reviews the work of volunteers in some positions
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in recreation and leisure studies, sports management, education, natural science, fine arts, or another field relevant to the essential tasks listed in this job description; **and,**
- (b) Two (2) years' experience relevant to the essential tasks listed in this job description; **including,**
- (c) Experience supervising or managing staff.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the principles and techniques employed in a public recreation program
- Considerable knowledge of the purposes of clubs and centers established to meet the leisure time, recreation and educational needs of community groups
- Considerable knowledge and ability to supervise, lead and/or train others to administer recreational activities in the position related areas of sports, education, fine arts, aquatics, camps, music, and other recreational functions
- Considerable knowledge of the facilities and equipment of organized public recreational programs
- And understanding of publicity to promote programming to a diverse population
- First aid methods and necessary safety precautions to be observed in recreation work

Ability to:

- Plan and carry out recreation center programs
- Organize, work with, and secure the effective cooperation of community groups in order to determine special recreational needs
- Train and supervise subordinates in recreation work
- Solve problems effectively
- Speak and write effectively
- Keep records and prepare reports
- Perform personal computer operations
- Analyze budget and finance for a division of Parks
- Understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause

**Physical Requirements:** Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

**Licenses and Certificates:**

- a) Possession of a valid class “D” Oklahoma Driver license; **and**,
- b) The following certifications are preferred and/or recommended:
  - a. CPR
  - b. First-Aid
  - c. Certified Park and Recreation Professional (CPRP)
  - d. Technical Theatre proficiency test (some positions)
  - e. National Youth Sports Coaching Association (NYSCA) Certification (some positions)

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office or **facility** setting and occasionally outdoors and in inclement weather; and requires some travel to various City locations to conduct or attend meetings; may work weekends in some positions; and may be subject to shift irregularities.

**EEO Code: E-02**

**Group: Cultural, Legal and Science**

**Series: Recreation**