

Class Title: Recreation Administrator

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide assistance to the Parks, Recreation and Leisure Services (PR&LS) Director in matters related to the Recreation Division. Facilitates the daily operations of the Recreation Division to include short-term and long-range planning, developing, coordinating and implementing programming, facility maintenance, budgeting, record keeping, supervising and developing staff, evaluating departmental programs and service needs, and ensuring compliance with policies and procedures through subordinate staff. May serve as the PRLS Director in their absence. This position reports to the Director and develops and implements programs within organizational policies, and reports major activities to executive level administrators through conferences and reports.

TYPICAL TASKS

The tasks listed below are representative of the time spent working in this class. Management may assign additional tasks related to the class as necessary.

- Directs and supervises City-sponsored recreation and athletic programs, community and neighborhood centers, special events, aquatics programs and operations (including beaches and indoor pools), and specialty centers for therapeutic recreation and senior populations.
- Oversees the administration of instructional and special events programs, and manages service contracts related to the recreation division.
- Assists the Director in planning, managing and directing PR&LS as needed. Works collaboratively with the Director, Business Services Administrator, Parks Administrator and others in support of the department's mission, vision, goals, values and successful day-to-day operations. Establishes and maintains effective working relationships with other City employees, officials, and representatives from other local, state and Federal agencies.
- Assists with the development and administration of policies and procedures. Partners with various City employees and community stakeholders to develop quality recreation athletic, and aquatic programs of value and interest to the community; evaluates program effectiveness and viability; makes recommendations on new programs or modifications of existing programs to meet community needs.
- Serves as a liaison and resource for community agencies and other organizations; performs community outreach to promote recreational programs and stimulate interest in City offerings.
- Provides regular observation and evaluation of recreation and athletic events and programs for quality of healthy competition, proper use of equipment and facilities, and sportsmanship; receives and responds to inquiries, complaints, compliments and other comments from public concerning recreation activities.

Class Specification

- Plans, develops and evaluates program objectives, service levels, revenue generation and resource utilization for the Recreation Division.
- Supervises, schedules, develops, evaluates, and initiates disciplinary actions for assigned staff and resolves personnel issues as they arise.
- Assists with continuing risk management studies; recommends and monitors capital construction and renovation projects as needed.
- Demonstrates regular and punctual attendance.
- Performs other related duties as assigned.

GENERAL STANDARDS

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| Data Involvement | Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities. |
| Interpersonal/People Involvement | Instructs or trains others through explanation, demonstration and supervised practice or make recommendations based on technical expertise. |
| Asset Responsibility | Requires some responsibility for achieving considerable economies and/or preventing major losses through the management of a budget for large department. |
| Mathematical | Uses addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages. |
| Communications | Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, and people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style. |
| Judgment | Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policies and practices. |
| Complexity of Work | Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures. |
| Impact of Errors | The impact of errors is moderately serious – affects work unit and may affect other units or citizens. |
| Physical Demands | Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy. |
| Equipment Usage | Establishes methods and procedures for acquiring and handling of work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items. |

Class Specification

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| Unavoidable Hazards | None. |
| Safety of Others | Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety. |
| EDUCATION, EXPERIENCE AND ADDITIONAL REQUIREMENTS | |
| Education and Experience | <ul style="list-style-type: none"> • Bachelor's Degree from an accredited college or university in Parks and Recreation Administration, Public Administration, Business Administration, Management, Leisure Services, or a related field. Master's Degree is preferred. • Requires a minimum of five (5) years of full-time equivalent progressively responsible experience planning and directing community programs and public park and recreation activities to include a minimum of five (5) years of experience supervising the work of others to include experience supervising subordinates in recreation programming, activities, events and facility operations. |
| Certifications, Licenses, and Other Qualifiers | <ul style="list-style-type: none"> • Certified Park and Recreation Professional (CPRP) certification preferred. • Must possess a valid driver's license and must have and maintain a satisfactory driving record based on the City of Hampton's criteria. • Must successfully pass a background check prior to any offer of employment or promotion. |
| Additional Requirements | <ul style="list-style-type: none"> • May require working beyond a standard 40-hour work week. • Requires effective communication with internal and external customers. Requires extensive contact with a variety of professional and public interest groups, City departments, and various local agencies and must have the ability to establish and maintain effective working relationships • Requires some travel throughout the City and may require occasional out-of-town travel. • The incumbent may be considered "essential personnel" during City emergency situations or at the direction of the City Manager which may include long hours and unusual schedules. |
| AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS | |
| The ADA requires the City of Hampton provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees may discuss job accommodations with management. | |

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.

The City of Hampton is an equal opportunity employer.