

RECREATION, ARTS, AND EVENT TOURISM PROGRAM MANAGER

Salary Range: 7 (Management Salary Schedule)

DEFINITION

Under administrative direction from a Department Head or designee, manages, directs, plans, develops, promotes and evaluates one or more of the City's major art, recreation, venue rental, and event tourism programs; assists in the development and implementation of department goals, objectives, policies and priorities; directs, manages, supervises and coordinates the personnel and activities within assigned areas; provides highly complex assistance to the Director; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management level classification with overall responsibility for managing all program activities within the assigned area(s), such as performing and visual arts, recreation classes and activities, community and special events, and facility and field rental operations. The incumbent is expected to carry out the full realm of duties within their assigned function with limited supervision, utilizing initiative and independent judgment.

SUPERVISION EXERCISED AND RECEIVED

Incumbents report to a Department Head or designee and are responsible for providing direct and indirect supervision to management, professional, technical, and administrative personnel.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES:

Duties may include, but are not limited to the following:

- Manages, directs, plans, develops, promotes, and evaluates one or more of the City's major art, recreation, venue rental, and event tourism programs.
- Coordinates and works with other departments, nonprofits and other organizations to provide programs and services in an efficient and effective manner
- Designs and implements new and modified programs and projects within the department based on the analysis and assessment of the community's needs and priorities; develops program objectives, determines course of action, determines the resources needed for the program.
- Develops, implements, and monitors goals, objectives, policies, and priorities for designated program areas reflective of the community's needs and the City's and Department's overall goals, policies, and ordinances; ensures compliance with applicable governing rules, regulations, and guidelines.
- Identifies, eliminates, and/or minimizes solution, project, and business risk; confers with team members to articulate, compare, and implement solutions and alternative approaches based upon project management principles; performs activities to enhance customer satisfaction and financial baseline of the project; exercises accountability for project results as committed; interfaces directly with the management staff of client departments.
- Manages the scheduling, staffing, training and evaluation of personnel within assigned program areas.
- Prepares, plans, and participates in the development and administration of the department budget.
- Oversees, directs and reviews the work of contract consultants providing assistance to staff.

- Oversees the management, maintenance, and use of assigned facilities and equipment; inspects program facilities, schedules repairs, and recommends improvements as necessary.
- Responds to difficult or sensitive complaints and requests for information from the public.
- Prepares and presents staff reports and presentations at various City Council, commission/board, and other meetings; serves on various committees and task forces; makes presentations within assigned program areas; prepares comprehensive technical and statistical reports; maintains a variety of records and technical data.
- Maintains public relations; makes public appearances, provides information, promotes, coordinates, and serves as a liaison for program activities with the media, schools, community organizations, local groups, government agencies and industry related organizations.
- Prepares and reviews a variety of contracts, agreements, reports, and correspondence ensuring compliance with City and legislative guidelines.
- Researches and analyzes pending legislation and identify impact to department programs and activities.
- Researches grant opportunities, prepares grant proposals; monitors and administers grants.
- Performs related work as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules, codes, and regulations governing department activities
- Principles and practices of public sector finance, budgeting, and accounting
- Sound principles and practices of public administration, governmental budgeting, personnel administration and supervision, analytical methods and procedures, and office management principles and practices
- Contemporary trends and practices of recreation, arts, and events tourism
- Operational characteristics, services and activities of recreational, cultural and community service programs
- Principles and practices of program development and administration
- Practices of contract negotiation, preparation and administration
- Principles and practices of computer-based project management and project scheduling
- Recent developments, current literature and sources of information related to project management, recreational, arts, and event tourism programs
- English usage, spelling, grammar and punctuation
- Modern office practices and technology including personal computer hardware and software
- Safe work practices

Ability to:

- Plan, organize, assign, direct, review and evaluate activities of the department and assigned personnel
- Select, train, motivate and evaluate staff

- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to department activities
- Analyze department support needs and ensure prompt and efficient delivery of service, materials, and supplies
- Interpret, apply and ensure project compliance with applicable federal, state and local policies, procedures, laws, regulations, codes and ordinances.
- Effectively manage the planning, development and operations of the City's recreation, arts, and event tourism programs.
- Develop plans, schedule assignments, and determine specifications and cost estimates for assigned projects
- Negotiate and administer service contracts and prepare bid packages
- Use and apply principles and practices of budget preparation, financial principles, and administration
- Prepare clear, concise and accurate reports, correspondence and other written materials including bids and financial information
- Organize and prioritize a variety of projects and assignments in an effective and efficient manner; organize work, set priorities, and meet critical deadlines
- Establish maintain and foster positive and harmonious working relationships with those contacted in the course of work
- Use computer technology and applications in the performance of daily activities
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in Public and/or Business Administration, Recreation Administration, Arts Management, or a related field

AND

Four (4) years of increasingly responsible local government experience in recreation administration including at least two (2) years of supervisory experience.

GENERAL QUALIFICATIONS:

License Requirements:

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

The incumbent appointed to this class must be physically able to perform the duties of this position, including mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; intermittently sit at a desk for long periods of time;

walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderate weights;. manual dexterity to use standard office equipment and supplies and operate a keyboard, manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

Working Conditions:

The incumbent appointed to this class must be willing to work in the field, drive a vehicle be willing to work irregular hours including after-hours, holidays, and weekends; be subject to “on-call” status 24 hours a day, and be willing to work outdoors in all types of weather conditions.

Adopted: September, 2016

Revised: June, 2017

FLSA: EXEMPT

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.