

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Park & Recreation Manager

DEPARTMENT: Administration	ACCOUNTABLE TO: General Manager	FLSA STATUS: Exempt
SALARY RANGE:	36	
<p>CLASS SUMMARY: Under policy direction of the General Manager, incumbent is responsible for planning, organizing, and directing all activities associated with the operation of Santee Lakes Recreation Preserve. Incumbent is responsible for promoting a variety of park educational and recreational programs, with a focus on youth, adult, family, and senior activities. Incumbent will also promote Santee Lakes as a resource to the community, with an emphasis on preservation initiatives. The incumbent will be responsible for managing all operations at Santee Lakes in an entrepreneurial manner, including master planning and grant development, and will ensure total financial self-support of Santee Lakes via pro-active budgeting. Duties include: supervising staff to include scheduling, organizing, assigning and conducting performance reviews; supervising fee collection; planning and coordinating marketing strategies and advertising promotions; developing positive public and community images; monitoring and implementing policies and procedures; developing the operational budget; establishing goals and setting operational standards; approving purchases according to budget allocations; preparing written reports as required; attending various meetings; and other duties as may be assigned.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Park & Recreation Manager is a stand alone classification which is distinguished from other Park classes by its responsibility and accountability for the administrative management and operation of Santee Lakes.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Directs the planning, organizing, and scheduling of all activities and events at Santee Lakes, including recreational and community events; coordinates with other organizations (i.e. City of Santee Department of Recreation, area school districts, and San Diego County Department of Public Recreation, etc.).
2.	Conducts master planning for Santee Lakes with an entrepreneurial focus to ensure financial self-sufficiency. Coordinates capital improvement and park development projects.
3.	Markets Santee Lakes's services and facilities to the immediate and broader community.
4.	Supervises employees and volunteers by scheduling, organizing assignments, training, planning, evaluating performance and recruiting.
5.	Administers Park policies and procedures, ensuring visitor safety by implementing and enforcing policy and rule compliance, developing operational budgets and initiating regulation changes.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
6.	Supervises and directs activities related to the operation of the park and the campground such as monitoring revenue collections, usage trends, and operational expenses, coordinating maintenance activities, overseeing general store operations and establishing priorities for park improvements.
7.	Prepares the monthly priority and accomplishment report.
8.	Develops the operational budget and approves purchases according to budget allocations.
9.	Attends and participates in various civic and trade organizations.
10.	Serves as chair or co-chair to board sub committee.
11.	Participates in various Padre Dam staff teams and special assignments.
12.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Park Management and business theories and principles;
- Park customer service and public relations theories and principles;
- Intermediate Park accounting practices;
- Modern principles and practices of park administration, recreation programming, and maintenance management;
- Knowledge of modern park customer service and hospitality practices;
- Knowledge of park stewardship and interpretation strategies;
- Occupancy laws and safety and health codes related to managing a recreational park;
- State Fish & Game and Recreation laws and regulations;
- First Aid and Cardiopulmonary Resuscitation (C.P.R.);
- Nature and basic environmental resource management;
- Administrative processes and regulations in a public agency environment.

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Skills (position requirements at entry):

- Long-range planning, monitoring and evaluating staff;
- coordinating volunteer programs;
- preparation of operational budgets;
- application of customer service techniques;
- marketing and promoting parks and campgrounds;
- supervision of park operations;
- interpretation and enforcement of park and camp rules;
- ability to discover safety violations;
- effective presentation skills, both verbal and written, to management, co-workers, and members of the public;
- personal computer network systems and applicable software;
- administering Cardiopulmonary Resuscitation (C.P.R.);
- interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Parks & Recreation or a related field and three years experience in an administrative or supervisory capacity preferably in a public setting; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License.
- Park Operator Certification is to be obtained within two years of date of hire.

Physical Requirements:

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing and seeing.

Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemicals, oils and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Date: 8/01; 1/02; 7/04 (title change from Park & Campgrounds Manager); 1/05