



JOB ANNOUNCEMENT
General Public Vacancy
OPEN DATE: November 1, 2024
CLOSE DATE: Until Filled

JOB TITLE: Recreation Manager

PAY RANGE: \$30.00/hr

DEPARTMENT: Parks & Recreation

DIVISION: Recreation

SUMMARY:

Under the direction of the City Manager and/or designee, the Recreation Manager is a direct supervisory level class responsible for supervising staff, facility and custodial operations, programs, services, and activities of program areas affiliated facilities to maximize service delivery to the community. Performance requires the use of independence, initiative, and discretion. This classification is distinguished from the Department Director in that the latter is responsible for strategic planning and management of all City recreation programs and facility operations.

DUTIES AND RESPONSIBILITIES:

- Develops, implements, monitors, evaluates, and supervises the operations of assigned recreation program areas and facility operations.
- Areas of responsibility include, but are not limited to, sports, fitness, facility rentals, aquatics, concession operations, recreation classes, cultural activities, enrichment programs and services, special events, facility operations and rentals, custodial services, and customer and business services as well as facility management.
- Performance requires ability to work independently with initiative and discretion within established guidelines.
- Oversees and supervises the activities of subordinate staff and volunteers; selects, assigns, trains, directs, schedules, and monitors staff duties, evaluates employee performance and initiates disciplinary actions when needed.
- Responsible for the appropriate training of employees in assigned areas of responsibility; plans and conducts in-service training programs; monitors status of required licenses and certifications; structures the evaluation and professional development of program staff to ensure a high performing team.
- Oversees and manages contract services.
- Conducts research to identify program 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 stimulates interest in City offerings.
- Serves as City representative with external organizations; attends and/or speaks at meetings, community and professional functions, and conferences as assigned.
- Works collaboratively with other departments; confers regularly with other supervisors and managers.
- Prepares marketing materials, such as course descriptions, program brochures, newsletters, and announcements uses social media and other forums to maximize community outreach and participations.

- Develops, implements, and recommends effective maintenance and safety programs, procedures, and guidelines conducts periodic inspections and ensures program facilities are properly maintained for optimal safety.
- Performs routine facility maintenance and ensures repairs are completed as needed.
- Responsible for supervising and coordinating logistics for facility rentals, including, but not limited to, providing tours and information to prospective renters, and implementing details outlined in rental agreements to ensure events are properly executed with optimal satisfaction.
- Monitors inventory, orders supplies, maintains purchase records within current budget.
- Projects revenue and expenditures; monitors and tracks expenditures and fees collected; monitors inventory and purchases authorized supplies and equipment.
- Manages fee collection, accounting activities, and program registration in assigned areas; reviews records and files to ensure proper accounting and documentation consistent with City policies and procedures.
- Maintains records on program activities, attendance, and other pertinent information; prepares a variety of operational and business reports, and associated correspondence.
- Assist with City special events as needed.
- Performs other duties as assigned.

MINIMUM JOB QUALIFICATIONS:

- One (1) year of related experience and/or training; or equivalent combination of training, education, and experience that would provide the required knowledge, skills, and abilities; or
- One (1) year of relevant professional experience, with one (1) year in a supervisory capacity or a combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

EMPLOYMENT REQUIREMENTS:

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- High school diploma or equivalent.
- Must obtain and maintain complete First Aide, CPR, and AED and Pool Operation Certification within six months of hire and maintain certification throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to select, supervise, and lead staff and volunteers, including planning, organizing, training, evaluating, and coordinating the work of multiple assigned program areas and working teams.
- Ability to plan and develop policies and procedures to benefit participants in a variety of recreation programs, activities, services and custodial and facility operations.
- Ability to utilize, operate and maintain a variety of operational equipment, custodial supplies, chemicals, and audio-visual equipment.
- Ability to administer first aid, CPR, and AED, as needed.
- Ability to maintain order and safety in a crowded and noisy environment.
- Ability to maintain facilities and equipment in a clean, safe, and secure environment.
- Ability to identify and analyze community needs and promote interest in assigned program areas.
- Ability to understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Ability to manage budget development and monitor program revenue and expenses with accurate financial records and reports.
- Ability to develop marketing materials, public relations programs, and presentations.
- Ability to display a positive attitude for all patrons.
- Ability to prioritize tasks and manage time; meet deadlines.
- Ability to arrive to work prepared and on time.
- Ability to work as a team with facility staff and management.

- Ability to maintain order and safety in a crowded and noisy environment.
- Ability to maintain safety practices of facilities and equipment.
- Ability to respond appropriately to changing situations.
- Ability to effectively communicate in person, over the telephone, and in writing.
- Ability to demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Ability to mentor regular staff, coaching and volunteers.
- Knowledge of basic office operations.
- Organizational and time skills with strong attention to detail.
- High degree of initiative; self-starter; principles and practices of leadership.
- Methods and techniques of evaluating program effectiveness and recommending changes.
- Principles, practices, methods, and techniques of planning, developing, implements, and evaluating assigned recreation programming and facility management.
- Principles and practices of supervision and leadership, including work planning, assignment review, evaluation, discipline, and training.
- Principles and practices of administrative procedures, recordkeeping, budgeting, and financial management.
- Principles and practices of contract and procurement administration.
- Principles and practices of customer service, techniques for providing a high level of customer service.
- Knowledge of occupational hazards and standard safety practices.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work is performed primarily in an office setting indoors with moderate to loud noise levels.
- Work requires occasional travel and field work.
- Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.
- Occasionally required to work beyond normal workday.
- Work requires frequent standing, walking, bending, squatting, climbing, and kneeling.
- Regularly required to lift and/or move up to 25 pounds and occasionally lift and/or move up to 25 pounds.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.


The employment application is available at:

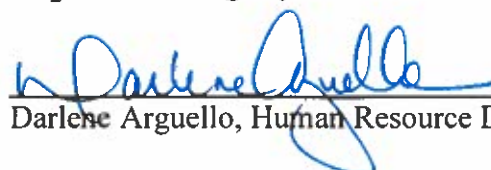
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:


Timothy Montgomery, City Manager


Darlene Arguello, Human Resource Director