

Class Code: 3590
EEO Code: E-01
Pay Code: EX-44

Group: Cultural, Legal and Sciences
Series: Parks & Recreation Management

CLASS TITLE: RECREATION PROGRAM MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the delivery of recreation programs and the operation of related facilities to raise the quality of life for the citizens of Tulsa and other related assigned duties.

ESSENTIAL TASKS:

- Directs the development and administration of diverse community-based recreational programming, incorporating significant revenue and public safety considerations
- Plans, directs and coordinates the Recreation Division's activities, including special events, aquatics, sports, educational and cultural activities for all age groups
- Develops and implements federal, state and local grants for department services and facilities, developing partnerships and alliances with departments, corporations, community and non-profit groups
- Manages a variety of contracts with various individuals, groups and organizations
- Ensures departmental compliance with various regulations, codes and policies
- Establishes and maintains a strong division-wide team perspective on issues and service delivery
- Provides leadership in developing and implementing a vision for the Parks and Recreation Department to include structured and unstructured recreational programming
- Creates strategies for implementation of new and updated programs, parks and facilities
- Manages policy directives from the Tulsa Parks and Recreation Board and administration
- Coordinates recreational activities, school and other community related needs with the appropriate facilities
- Plans and directs continuous public relations and volunteer programs
- Initiates parks and recreation division projects involving cooperative efforts from public and private organizations
- Oversees recruitment and hiring of seasonal personnel
- Assists in the development and management of the park department budget and manages assigned budgets
- Investigates and resolves problems related to park services
- Attends various meetings and seminars
- Establishes and manages a capital improvements program and revenue expenditure controls for the parks and recreation division
- Prepares monthly and seasonal operational reports for the parks system
- 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: Graduation from an accredited college or university with a bachelor's degree in parks and recreation management, public administration or a closely related field; and five (5) years of progressively responsible experience in parks, recreation programs, management and facility operation; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and techniques employed in a public recreation program; considerable knowledge of the principles of administration and purposes of clubs, centers or other units established to meet the leisure time and recreational needs of community groups; considerable knowledge of the methods involved in organizing, conducting and supervising a program of recreation activities; and considerable knowledge of first aid methods and safety precautions observed in parks facilities. Ability to understand the various social conditions throughout the City to determine special programming needs; ability to analyze budget and finances; ability to communicate effectively both verbally and in writing; ability to evaluate current programs, establish goals, and make effective recommendations for continuing improvements to programs and facilities; ability to utilize

applicable software applications; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 50 pounds, occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License,

WORKING ENVIRONMENT: Working environment is indoors in an office setting; outdoors and in inclement weather; requires frequent travel to various locations for site visits, inspections, supervision and administration; and requires some evening and/or weekend work.

Effective Date: December 07, 2011