



City of Kansas City, Missouri Job Class Specification

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| Job Title: | MANAGER OF RECREATION | Department: | PARKS & REC |
| Job Code: | 4219 | Status: | EXEMPT |
| | | Grade: | EX-4 |

Summary

This is specialized supervisory work in directing the more complex management of municipal recreation programs at multiple facilities.

Work involves responsibility for supervising and assisting in the development and execution of programs of recreational activities in municipal swimming pools, playgrounds, or parks and community centers. Work includes planning, budgeting, analyzing and recommending cost recovery goals, program evaluation and submittal of executive summaries, participating, and overseeing the work of a variety of specialists, leaders, and directors engaged in giving instruction, recreational programming, and community outreach to groups and individuals of all ages and abilities. Instructions in the nature of recreational policy directives and the available budgeting for operations are received from an administrative superior, but employees of this class must exercise considerable independent judgment in initiating and carrying out assignments.

Duties and Responsibilities

- Plans in detail within budget and facility limitations special activity programs for community events, aquatic programs and community centers.
- Studies personnel, equipment, and material needs for various programs; prepares requisitions for personnel, equipment, and material needs.
- Recommends the recruitment of various sports officials and instructors in such fields as bridge, ceramics, leather work, basketry making, wood carving, copper working, square dancing, dramatics, fly casting, tumbling, swimming, football, basketball, baseball, tennis, golf, camping, visual and performing arts, youth development or related activities.
Plans and supervises the work of subordinates responsible for programming and facility management. This subordinate staff is responsible for all operations of the community centers, aquatic facilities, outreach programs, and community partnerships
- Prepares annual budget and monitors both expenses and revenues in all areas of assignment. Analyzes data on a regular basis and makes adjustment to programming accordingly.
- Prepares and presents information, proposed policies, and contracts to the Board of Parks and Recreation Commissioners or City Council as appropriate.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:

One or more fields of recreational programming, youth development, community organizing or partnership development.

Considerable knowledge of:

The principles and practices of public recreation and programming, and of the philosophy and objectives of general public administration. .

The methods involved in organizing, conducting, and supervising a program of special activities.

Ability to:

Plan and supervise the organization required to execute the authorized activity programs.

Lead and communicate with peers, supervisors, community leaders, boards, commissions, and subordinates on a regular basis

Establish and maintain effective working relationships with community leaders, municipal officials, civic organization representatives, subordinates, associates, and the general public.

Establish and maintain effective operating records, data, data analysis, and reports to document the ongoing status of performance measures for your division and area of responsibility.

Education and Experience

Accredited Bachelor's degree with in recreation, physical education, education, public administrations or related field and three (3) years' experience of a progressively responsible experience in supervision or management of recreation or public programs.

OR

An equivalent combination of education and experience.

**Certificates/
Licenses/Special
Requirements**

- Certified Parks and Recreation Professional preferred. Valid driver's license required.
- Will be required to pass a pre-employment drug screen.
- Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision is exercised over a moderate sized professional staff of subordinates assigned to community centers, aquatic facilities, outreach programs, and community partnerships.

**Supervision
Received**

Work is performed under the general supervision of a professional superior.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

9/06

Revised

1/08 10/13, 1/14, 8/2022 , 01/2024