

CITY OF OCEANSIDE

NEW: MARCH 2023  
JOB CODE: ADMIN129  
UNIT: UNREP\MGMT

**RECREATION PROGRAMS ADMINISTRATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, plans, organizes, coordinates, and participates in providing comprehensive program management of recreation, parks, sports, and leisure activities for the community; performs related work as required.

**CLASS CHARACTERISTICS**

The Recreation Programs Administrator is a professional administrative position of considerable knowledge and competence, performs planning, implementation, coordination, and supervision of recreation programs, events and activities, including planning, scheduling and implementing recreational activities; prepares program budgets and monitors expenditures; administers the rental, scheduling, use and maintenance of recreation facilities.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Manages and coordinates the day-to-day operations including administration, marketing, public relations, contract administration, park and facilities maintenance, and customer service;

Develop and administer budgets; assist in acquisition and development, and maintenance of parks and open spaces; prepare and administer grants; and other department administrative management functions;

Plans, manages and evaluates the work of assigned staff. Develops, implements and monitors work plans to achieve recreation service goals and performance measures.

Prepare applications for various grants; administer approved grants; maintain knowledge of current and relevant grant processes, rules, regulations and associated agencies.

Maintains and updates financial, statistical and program-specific data, reports and records.

Develops and maintains computer-aided databases of program information, including demographic information of participants and the community in general.

Administer and manage contracts for services provided by internal and outside agencies. Participates and coordinate with various non-profit organizations, school officials, community groups and others in offering programs and services.

Receives, investigates and resolves participant, volunteer, staff, citizen, community group, or community partner inquiries, concerns, complaints and problems.

Researches, identifies and develops marketing and publicity plans and strategies for the City's recreation services.

Oversees development and distribution of, writes, and edits media releases, pamphlets, flyers, newsletters and other publicity materials for activities, events, and recreational programs.

and performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and methods of recreation management.
- Recreation activities for children, adolescents, adults, senior citizens, and special
- Budget preparation and analysis and management audit techniques;
- Developing, planning, and overseeing a diverse number of public recreational programs and events.
- Methods and techniques for recreation facility maintenance and operations.
- Public sector employee relations theory, practices and issues;
- Principles and practices of supervision;
- Principles and practices of public sector contract administration; and
- Principles and practices of customer service.

### **Ability to:**

- Communicate and establish rapport, understanding and confidence with participants and the general public.
- Exercise independent judgment in the application of program rules and procedures.
- Understand, follow and complete oral and written directions.
- Plan and organize work with a high degree of independence of action;
- Conduct research and prepare complete and accurate reports and recommendations on a variety of issues;
- Prepare clear and concise oral and written reports, both narrative and statistical;
- Establish and maintain effective working relationships with all levels of City staff, other governmental agencies and the general public;
- Plan and supervise the work of others;
- Read, understand, interpret and apply laws, policies, rules, contracts, guidelines and professional practices;
- Demonstrate an awareness and appreciation of the diversity of the community;
- Speak clearly and effectively before individuals and groups.

### **Experience and Training**

**Experience:** Four years of increasingly responsible experience in performing professional level recreation activities, preferably in programming, contract administration, and special events; one year of which has been in an administrative or supervisory capacity.

**Training:** A Bachelor's degree from an accredited college or university with major course work in Recreation Administration, Physical Education, Public Administration or a closely related field.

**License/Certificates:** Possession of, or ability to obtain and maintain, an appropriate, valid California driver's license.

### **WORKING CONDITIONS**

**Environmental Conditions:** Office environment; exposure to computer screens.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.