



# **CITY OF GUADALUPE**

## **Recreation Services Manager**

### **Unrepresented/Exempt**

#### **JOB DESCRIPTION**

8/4/2021

#### **DEFINITION:**

Under general direction of assigned supervisor, Recreation Services Manager plans, organizes and directs major programs and services providing and ensuring a comprehensive leisure program including parks, sports, special events, classes, club activities, maintenance and/or other services. This position supervises other department staff.

The Recreation Services Manager position is a management role that provides resources, support and supervision to recreation front-line attendants and coordinator; giving them the ability to create, build and grow programs for the youth, teens, adults, and families.

#### **ESSENTIAL FUNCTIONS:**

- Prepares, implements, and administers division budget(s), which includes developing, researching, preparing and reviewing budget reports; monitoring revenues and expenditures; approving requisitions; researching, preparing, and administering grant programs; and, performing other related activities.
- Provides staff support to the Parks and Recreation Commission, Youth Commission, and the Senior Commission.
- May serve as the departmental project manager for major Capital Improvement Projects (CIPs).
- Directs and coordinates the work plan for the Recreation Division including programs, sports, special events, and facilities management; meets with staff to identify and resolve problems; assigns work activities, projects, and programs within the Division; plans and implements system program and service improvements.
- Supervises employees to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.
- Evaluates community needs and environment to develop service goals and plans for recreational use of all department programs and facilities.
- Communicates with citizens, private contractors, government officials and vendors in the operation of the division.
- Provides specialized programs in service to the public, youth, and City's senior community.
- Explore and advance ways to continue integrating the City's Branch Library and Recreation Department's shared values of collaboration, customer services, and inclusiveness with the partnership of Santa Maria Public Library services.
- Support the full implementation of recreation and facility management registration system.

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#### ESSENTIAL FUNCTIONS:

- Administer a City-wide volunteer program that facilitates citizen involvement, provides challenging volunteer opportunities, and ensures a safe and healthy work environment for volunteers and patrons. Attends meetings with other departments regarding the activities of assigned divisions.
- Manages community public relations and division customer service implementation, which might include overseeing division marketing plans; handling sensitive and difficult public inquiries and complaints; developing and implementing customer service practices and policies; participating in professional group meetings; and keeping abreast of trends in assigned area of responsibility.
- Gives presentations at public hearings and formal/informal meetings to elected officials, appointed officials, external agencies, and the public.
- Prepares comprehensive reports and presentations for City Council, Commissions, and Board meetings; prepares letters, memorandums, and other related written documents and correspondence.
- Develops policies, rules, and procedures for the effective operation of the Division, including establishing goals, objectives, and priorities.
- Develops and administers contracts, which includes negotiating agreements; preparing contracts and developing fees; monitoring contracts for compliance; and performing other related tasks.

#### PERFORMANCE STANDARD:

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

#### KNOWLEDGE/SKILLS:

- Foster and develop sustainable programs.
- Develop successful relationships with internal and external stakeholders.
- Be a strong leader in the City's administration and a voice that represents the community.
- Have a strong understanding of municipal operations, budgeting and personnel management.
- Be an exceptional problem solver.
- Seek community connection and communication opportunities to gain insight and develop programs and services that fit the needs of the community.
- Develop and pursue grants, fundraising and new revenue-generating business relationships.
- Be highly community-oriented, customer service minded and an interdepartmental collaborator.
- Have an entrepreneurial spirit and see partnerships where they don't currently exist.
- Simplify bureaucracy to better serve the community.
- Be forward-thinking and creative, using technical expertise to meet goals and objectives.
- Please importance of teams and spirit of collaboration.

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### **JOB DESCRIPTION**

#### **EDUCATION/EXPERIENCE:**

Recreation Services Manager Minimum Qualifications, Training and Experience (position requirements at entry):

- Bachelor's Degree in Recreation Administration or a related field, plus three years of progressive experience in assigned area of responsibility, including supervisory experience, or an equivalent combination of education and experience.
- Experience working for or with a municipal organization in parks and recreation is ideal, however someone with a background in private or non-profit sector recreation management; or educational management will also be considered.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side. Frequently reach above, at, and below shoulder level.
- Ability to occasionally lift, carry, push, and pull materials and objects up to 20 pounds.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to communicate to exchange information effectively verbally both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.
- Occasionally use telecommunications equipment; drive motorized equipment/vehicles.
- Frequently use a computer.
- Frequently sit; occasionally stand or walk.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally work in outside weather conditions and is exposed to wet and/or humid and dirty conditions.
- Occasionally work near moving mechanical parts and electrical hazards.

The noise level in the work environment is usually quiet in the office and moderate to loud in field settings.

#### **SALARY RANGE & BENEFITS:**

HOURLY SALARY: \$31.887 – \$42.732, plus benefits

BENEFITS: Vacation, Sick Leave, and Holidays. Medical/Dental/Vision/Life Insurance. CalPERS Retirement Plan – 2% @ 57 formula. (Current CalPERS member – 2% @ 55.)

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## **CITY OF GUADALUPE**

### **Facility Rental Coordinator**

### **SEIU Range 156/Non-Exempt**

### **JOB DESCRIPTION**

10/06/2021

#### **DEFINITION:**

Under direction of the Recreation Services Manager, this position coordinates the facility reservation program. The Facility Rental Coordinator performs responsible journey-level administrative, secretarial, and clerical support work for a department. Processes purchase orders and makes certain that the facility's bills are processed in a timely fashion. This position is also responsible for the facility rental process and assists with other recreation program areas as necessary.

#### **ESSENTIAL FUNCTIONS:**

- Coordinates the facility rental and reservation program to include updating computer information, scheduling rooms and programs for rentals.
- Responds to rental inquiries in a timely, effective, and proactive manner and following up with interested renters to book rentals, providing one-on-one coordination meetings with renters prior to their rental; scheduling and providing venue tours with potential clients.
- Responsible for renter contracts and document administration.
- Coordinates and oversees logistical support for programs and special events for the rental and reservation sites to include interdepartmental support services,
- Arranging room and facility set-ups, providing additional equipment and electrical needs,
- Ordering supplies, staffing, providing for outside facility needs; and
- Ensuring vendors have been approved and have obtained necessary permits and liability insurance for special events.
- Receives and greets visitors; gives information concerning visitors' needs; handles routine requests independently.
- Charged with growing and increasing the revenue stream for this area of the organization.
- Secures information via telephone or personal contact; selects appropriate materials to answer questions; coordinates various schedules for persons and space; transmits information broadly in written and verbal form to coordinate program activities and events; coordinates program activity and meeting preparations.
- Drafts and types correspondence, memoranda, notes, reports, or other materials using automated word processing systems; reviews work for compliance with instructions, spelling, punctuation and basic grammar; proofreads final proof of materials.
- Reviews and verifies records and reports for correct information; processes documents based on review and verification; files and retrieves materials based on limited information and performs periodic follow-up activities.
- Requests information using standardized forms; create forms when needed; compiles information requiring the selection of data from established records or reports.
- Screens and routes materials according to content of communications; may do research or pull related materials from files.
- Maintains and updates the calendar of events.

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## **CITY OF GUADALUPE**

### **Facility Rental Coordinator**

### **SEIU Range 156/Non-Exempt**

### **JOB DESCRIPTION**

#### **ESSENTIAL FUNCTIONS:**

- Maintains data bases, activities records, budget line-item activities, and files; initiates appropriate follow-up or further action.
- Accounts for funds received from various revenue producing activities; invoices billings; collects revenue; prepares receipts; generates deposits; completes and maintains detailed fund records and reports.
- Performs other duties as requested.

#### **PERFORMANCE STANDARD:**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

#### **KNOWLEDGE/SKILLS:**

- Comprehensive knowledge of recreational programming and recreational facility operations and available resources of assigned areas to include professional recreational philosophies, principles, and practices.
- Thorough knowledge of principles and processes for providing customer services.
- Extensive knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work-related precautions.
- Extensive knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned Building Attendants, Volunteers, etc.
- Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations, and the public. Effectively responds to and resolves complex inquiries and disputes.
- Ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

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### **JOB DESCRIPTION**

#### **KNOWLEDGE/SKILLS:**

- Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Ability to perform arithmetic and statistical applications to perform purchasing and financial transactions. Ability to employ accounting principles and practices in the analysis and reporting of budgeting data.

#### **EDUCATION/EXPERIENCE:**

Facility Rental Coordinator Minimum Qualifications, Training and Experience (position requirements at entry):

- Associate degree in business administration from an accredited community college and 3-5 years of sales, hospitality, event/project management and administrative experience; or an equivalent combination of education and experience.

#### **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local, state and sex offender registry check and a valid driver's license with an acceptable driving record.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or workstation.
- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

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#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Essential functions are regularly performed without exposure to adverse environmental conditions.

The noise level in the work environment is usually quiet in the office and moderate to loud in field settings.

#### **SALARY RANGE & BENEFITS:**

HOURLY SALARY: \$19.564 - \$26.218; Scheduled Part-time 18 Hours Per Week

BENEFITS: Sick Leave; Not Eligible for Healthcare or Retirement Benefits.

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