



City of Guadalupe Recreation Services Manager

November 2023

DEFINITION

Under general direction of the City Administration, the Recreation Services Manager develops, implements, and sustains recreational programs and services relating to sports, special events, classes, special activities and/or other services for all age groups in the community.

ESSENTIAL FUNCTIONS

- Directs and coordinates the development and implementation of programs to serve youth, seniors, and all residents.
- Develops policies and procedures for the effective operation of the Recreation Department.
- Provides support to the Recreation and Parks Commission.
- Interacts with the community to evaluate needs to develop appropriate programs and services.
- Develops, implements, and maintains policies and procedures for the City-facility rentals program.
- Communicates with private contractors, government officials and vendors in the operation of the Recreation Department.
- Prepares comprehensive reports and presentations for City Council, Commission and external agencies and the public.
- Interacts with community's youth and schools to determine recreational needs and services.
- With assistance, seeks, plans, and submits grant applications to secure resources for recreation services and programs.
- Supervises employees to include training and conducting performance evaluations.

KNOWLEDGE/SKILLS

- Knowledge of principles, practices and procedures of a sustainable recreational activities and services program.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to work in both a team environment and independently.
- Ability to interact with the community to determine programs and services that fit residents' needs and desires.
- Principles and practices of effective personnel supervision, evaluation, and training.
- Ability to effectively collaborate with non-profits.
- Good computer and software skills.

KNOWLEDGE/SKILLS (cont'd)

- Bilingual in Spanish, both verbal and written skills, strongly preferred.
- Possession of a valid California driver's license, Class C, with a satisfactory (clean) driving record is required.

EDUCATION/EXPERIENCE

- Associate degree in Recreation Administration, or a related field, plus three years of progressive experience, or equivalent combination of education and experience.
 - Recreation program experience in a municipality, desired.
 - Possession of a valid California Driver's License, Class C, with a satisfactory (clean) driving record is required.
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SALARY RANGE & BENEFITS

BI-WEEKLY: \$2,896.82 - \$3,882.03 (7-Step Salary Range)

ANNUAL SALARY: \$75,317.55 - \$100,933.00

BENEFITS: Vacation, Sick Leave, and Holidays. Medical/Dental/Vision/Life Insurance. CalPERS Retirement Plan and IRS 457 Plans.

APPLICATION PROCESS: Go to our website at www.cityofguadalupe.org to download an application. Send to: City of Guadalupe, Attn: HR, 918 Obispo Street, P.O. Box 908, Guadalupe, CA 93434 or email to: sestrada@ci.guadalupe.ca.us

DEADLINE: Open Until Filled

This job description is not intended to be all-inclusive. The City of Guadalupe provides equal employment opportunities to all employees and applications for employment and prohibits discrimination and harassment of any type.

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