

**CITY OF STUART
JOB DESCRIPTION**

Title: COMMUNITY SERVICES DIVISION MANAGER

Department: Community Services

Job Code: 2096

Grade: S21

Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under the administrative supervision of the Community Services Director, incumbent is responsible for the professional development, coordination and supervision of diversified community recreation programs including: community centers, day camps, playgrounds, summer camps, special events, athletic and tournament programming, and social functions for all age groups at City recreation centers and/or designated facilities. Incumbent assists in oversight and supervision of budget, capital projects, planning and organizing assigned department functions. Responsibilities include various administrative duties such as personnel supervision, evaluation of subordinate staff, maintaining department records, and preparation of reports. Work is reviewed through observation and/or written reports for conformance to the department's rules and established policies.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Responsible for establishing long and short range goals, coordinating and supervising subordinate staff and general management of operating policies and procedures.
2. Performs administrative functions including: assistance in the development and implementation of the department budget, prepares and presents agenda items for presentation to the City Commission and department boards (CSAB, RAB, ESYI, DBA, Main Street etc.) reviews payroll, purchase orders, bids, plans, and evaluations.
3. Represents the Department at interdepartmental, governmental or general meetings with community groups, the general public, and handles personnel issues within the department.

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4. Maintains safety records, work orders requests, and health standards at City recreation facilities.
5. Finalize advertising and marketing materials, press releases, and program information to local media organizations regarding Community Services, recreation programs, activities and special events.
6. Coordinates special event programs for participants at various sites throughout the community. Initiates community resource coordination by establishing joint ventures and partnerships with non-profit organizations and local businesses.
7. Supervises staff engaged in department activities, programs and events; provides on going training sessions for existing and new staff members.
8. Assumes Department responsibilities in the absence of the Director.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's Degree from an accredited college or university in Recreation Administration, Leisure or Physical Education or related fields supplemented by training and certification through the Florida Recreation and Parks Association. Five (5) years professional work experience including supervisory duties or a comparable amount of training, education, and experience may be substituted for the minimum qualifications.

Possession of a valid Florida Driver's License is required.

National Recreation and Parks Association (NRPA) and Florida Recreation and Parks Association (FRPA) Certified Park and Recreation Professional (CPRP) designation is preferred.

B. Knowledge, Abilities and Skills:

Knowledge of the principles and practices pertaining to development and implementation of Community, recreation, special events, and revenue programs.

Knowledge of management practices, budgeting, long/short range planning and personnel supervision.

Knowledge of safety practices and procedures applied to recreation and athletic programming.

Knowledge of a wide range of community services including recreational and athletic activities and the facilities and equipment to support these activities.

Ability to work independently and in a team environment.

Ability to develop and maintain effective working relationships with employees and the general public.

Ability to communicate effectively with staff, community groups, and the general public both orally and in writing.

Ability to plan, prioritize, assign, and supervise the work of subordinates.

Ability to market and promote recreation programs, events, and activities.

Skilled in the use of computer technology and appropriate software programs.

Skilled in the operation of general office equipment.

C. Physical Requirements:

Task involves frequent walking, at times over rough or uneven surfaces, sitting, stretching, pushing, pulling, bending, stooping, standing; some lifting and carrying objects of moderate to heavy weight (30-50 pounds); occasionally heavy weight items (50-100 pounds) and/or the operation of vehicles, office equipment, keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

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D. Environmental Requirements:

Task may require infrequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires color and depth perception and discrimination.

Task requires texture perception and discrimination.

Task requires odor perception and discrimination.

Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Community Services Director

Received by: _____ Date: _____
Employee