

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

RECREATION PROGRAMS ADMINISTRATOR

GENERAL

Professional and administrative work directing the recreation programs. Work is performed under supervision of the Assistant City Manager (Community Services).

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develops and reviews goals and objectives to meet the current and projected recreational needs of the community.
- Establishes controls over revenues, purchases of equipment and supplies and improvement plans.
- Performs cost-benefit analyses of activities.
- Selects, trains, supervises and evaluates a large staff of full and part time employees.
- Coordinates recreation programming and serves as liaison with other City departments, outside agencies, civic organizations, and the public.
- Oversees independent contractors, such as the golf pro, the tennis pro, and the Amphitheater promoter.
- Develops license agreements policies, procedures, contracts and agreements affecting recreation programs and facilities usage
- Composes reports and related documents such as memoranda, letters and agenda backup.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, methods and procedures of public recreational services and administration.
- Ability to develop effective working relationship with Public Works department regarding grounds and facilities maintenance.
- Ability to plan, direct and coordinate a wide range of recreation programs and facilities.
- Ability to train and supervise a large number of employees in multiple locations.
- Ability to prepare and present complex reports.
- Ability to present ideas and findings clearly and concisely in oral and written form.

- Basic knowledge of Microsoft Office including Word, and Excel.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to read and interpret city ordinances and related legal documents

MINIMUM QUALIFICATIONS

Bachelor's degree in Recreation, Business or Public Administration or a closely related field. Five years managerial experience in recreation administration. Masters Degree and/or certification from NRPA or FRPA as is desirable.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

MWS, 03/2010

Pay Group/Grade: 50/32

FLSA: Exempt

Bargaining Unit: Non-Bargaining

GERS: Senior Management Class