

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 951**

**RECREATION MANAGER**

**GENERAL**

Responsible managerial, administrative and professional involving the planning, promoting, developing, and directing the activities and facilities of the recreational and aquatics program activities. Work is performed under general supervision.

**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 oversees organized sports programs or full utilization of recreation centers through activity supervisors and staff.

Plans, initiates, organizes, and monitors a diversified program of aquatics activities at City swimming pools and beach.

Coordinates scheduling of facilities and evaluates programs.

Trains, assigns and evaluates staff conducting programs and activities.

Maintains contacts with community groups by involving them in activity planning. Recommends new or revised activities through studies and reports.

Recommends purchases of equipment. Orders and maintains records on supplies and equipment.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the professional principles, methods and procedures of public recreational services and administration.

Ability to supervise and evaluate staff and activities. Ability to develop and execute recreation programs. Ability to maintain effective working relationships with staff and the public served.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Recreation or a closely related field. Considerable experience in recreation administration.

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. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

## **SPECIAL REQUIREMENTS**

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

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