

Greater Vallejo Recreation District

Job Description

Classification Title	Recreation Services Director
FLSA Status	Exempt
Salary Grade	67
Reports To	General Manager

GENERAL SUMMARY

This position is responsible for planning, organizing, and managing the Recreation division, developing and administering the divisional budget, attending Board meetings, preparing and presenting verbal and written reports, conducting site visits, supervising Recreation staff, and collaborating with other District departments and the community.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Leads Recreation policy development and implementation.
- Prepares and submits a variety of reports, correspondence, grant requests, community notifications, press releases, and RFP/RFQs.
- Attends various meetings with internal and external committees. Facilitates direct report staff meetings.
- Drafts contracts and agreements. Conducts research into grants and submits applications.
- Manages Community Engagement and involvement in Recreational Services
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance of an organizational unit (i.e. Recreational Services) or key work area including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

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HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's Degree in Business, Public Administration, Recreation or a related discipline
- Five (5) to seven (7) years' experience planning recreation programs, including supervisory experience, budget oversight, policy enforcement, and developing new recreational programming
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- American Red Cross First Aid and CPR
- Driver License
- Aquatics Related certifications preferred

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

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Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of budget oversight and management
- Modern office procedures, methods and computer equipment, including applicable software
- Principles and practices of employee supervision
- Current theories, principles, practices, and application of recreation
- Innovative Recreation Programming

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with District staff and Community members
- Prepare clear and concise reports

WORK ENVIRONMENT/CONDITIONS

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The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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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.

- This position is relative free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are generally Monday through Friday, 8:00 a.m. to 5 p.m. There will also be occasions that require weekend and evening hours, including attending community events, Committee meetings and Board of Director's meetings. Additionally, this person may need to respond to after hours alarms.

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any

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other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date, and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____ Date:_____

Date created	12/15/2020
Dates revised	05/26/2021