



Revised Job
Description

JOB DESCRIPTION

TITLE: Recreation Manager	JOB CODE: 3315
DEPARTMENT: Parks and Recreation	EFFECTIVE DATE: 07/01/2019
REPORTS TO: Parks and Recreation Director	FLSA STATUS: Exempt
SUPERVISES:	UNION STATUS: Represented

JOB PURPOSE/SUMMARY

Under supervision of the Parks and Recreation Director, performs a variety of duties involved in the daily activities of the Parks and Recreation Department (Transit, Recreation, Aquatics & Senior Services) including planning, coordinating and overseeing of transit services. Assures compliance with applicable laws, codes, rules and regulations for all divisions within the department; ensures staff is appropriately trained and monitors and evaluates performance; and resolves client and community concerns related to services, programs, and activities that are provided by the department.

PERFORMANCE EXPECTATIONS

- **Leadership:** Contributes to a positive work culture consistent with the City of Banning Leadership Philosophy, actively welcomes new approaches to public service and supports change and process improvements at all levels within the organization.
- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.
- **Communication:** Communicates effectively with peers, supervisors, subordinates, and

ABOUT THE CITY OF BANNING

The City of Banning is located in the San Geronio Pass area of Southern California. The community of over 30,000 people is diverse with income levels slightly lower than other areas of Riverside County. However, growth and development is occurring rapidly, which will create new jobs, increase the population and raise income levels. Our employees are the most important asset in preserving our Proud History, Creating a Prosperous Tomorrow, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

CITY VISION

The City of Banning promotes and supports a high quality of life that ensures a safe and friendly environment, fosters new opportunities and provides responsible, fair treatment to all and is the pride of its citizens.

CORE VALUES

- **Customer Service Excellence:** We excel in what we do by staying responsive, flexible, patient, effective, and professional.
- **Integrity:** We are ethical, accountable and compliant with our responsibility to the public and community.
- **Teamwork:** We work together and maintain great communication and respect and foster a fun and enjoyable atmosphere to take pleasure in what we do.
- **Yes-Minded:** We recognize diversity and maintain a positive attitude to do all we can to serve the community in the safest and most responsible manner.

individuals to who service is provided.

ESSENTIAL FUNCTIONS

- Directs, supervises and evaluates employees' adherence to safety standards and department policies, and ADA compliance.
- Addresses and resolves complaints and issues raised by customers and patrons relating to services.
- Responsible for ensuring employees have documented certification for various aspects of job assignments, including general mobility and regulatory functions.
- Responsible for communicating policies, rules, assignments and other information related to job duties to employees.
- Performs office and field supervisory duties for the areas of responsibility.
- Collects and researches information and data and prepares reports and recommendations.
- Monitors employee attendance.
- As directed, attends meetings, including those scheduled after normal working hours.
- Prepares specifications and contract documents for transit system capital procurement.
- Represents and promotes the Community Services Department through personal presentations and other outreach to local groups throughout the community.
- Performs other duties as assigned or required.

KNOWLEDGE OF:

- City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- City organization, operations, policies and procedures.
- Structure, organization and interrelationships of City departments, agencies and related governmental agencies and offices affecting assigned functions.
- File management and recordkeeping techniques.
- Employee supervision practices.
- Contract compliance and grant guidelines.

ABILITY TO:

- Read, understand, interpret and apply relevant City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Assess and prioritize multiple tasks, projects and/or demands.
- Work within deadlines to complete projects and assignments.
- Establish and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Operate a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS

Any combination of education and experience that provides the knowledge, skills and abilities necessary for a Community Services Manager. Ideally the required qualifications include possession of a Bachelor's or Associate's degree in Public or Business Administration or a related field AND five (5) years of experience in a public agency. Experience and additional education related to municipal transportation is highly desirable.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must have at the time of application and must maintain a California driver license.
- Successful completion of a pre-employment background check.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level in the work environment is usually moderately loud. Occasional attendance at meetings before or after regular work hours is required.

PHYSICAL REQUIREMENTS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

The City of Banning is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.