

The Maryland-National Capital Park and Planning Commission

TITLE: Area Recreation Program Manager
SERIES: Recreation

GRADE: J **CODE:** 3420
DATE: 1/13/88

Class Definition

Under general direction, supervises staff in managing all recreation programs in an assigned geographic area of the county (including community centers, parks and other recreational facilities; servicing approximately one-third of the county, and no less than approximately 200,000 residents). This involves professional park and recreation program design, administration, and evaluations at the highest degree of complexity and diversity. Performs other related duties as assigned.

Examples of Important Duties

1. Manages and supervises area programs. Defines goals and objectives. Sets standards. Reviews and approves programs at recreation facilities and other locations area-wide. Plans and organizes major recreation programs and events. Coordinates activities and events with other Commission units and other government representatives. Recommends permits and fee structures. Monitors staff performance, facilities, approves purchase of supplies and equipment. Reviews contracts, conforms to purchasing practice and requirements. Promotes and publicizes programs and events. Promotes safety and building regulations in compliance with Maryland Occupational Safety and Health Agency (MOSHA) and the Federal Occupational Safety and Health Administration (OSHA) regulations. May act for the Area Division Chief in his/her absence.
2. Supervises area facilities: Reviews and approves operating procedures (e.g., hours, building security, evacuation plans, safety). Coordinates inspections, follows up for repair and general maintenance. Assists proper authorities in the investigation of accidents, fire and crimes. Works closely with Park Maintenance Manager to monitor repairs and maintenance projects; review renovation plans and building additions; and assist with planning new facilities.
3. Supervises area staff: Supervises full-time career, intermittent, volunteer and contracted employees. Plans schedules and assigns work. Evaluates work, and counsels staff. Formally recognizes work above the norm. Recommends, initiates, or approves disciplinary action. Approves time cards and leave requests. Approves hiring of a significantly large number of intermittent staff, including salary levels and job assignments.

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Examples of Important Duties (Continued)

Serves as panel chair for hiring and promoting staff. Plans, conducts and coordinates training programs, workshops and seminars on an area-wide basis.

4. Manages area budget: Prepares annual program budget requests, attends public budget forums. Monitors and recommends expenditures from area self-sustaining and appropriated funds. Controls expenditures in accordance with approved budget. Allocates Service area budgets for program leadership, including supplies and materials. Obtains bids and price quotes. Reviews purchase requisitions, check requests, consultant agreements. Approves petty cash expenditures, and maintains petty cash account. Approves service area cash reports.
5. Community Relations: Meets with citizens, community and business groups, park and recreation councils, administrative staff of the Board of Education and government officials to identify needs, plan programs and answer questions about recreation programs and facilities area-wide. Handles citizen inquiries. Administers and evaluates state and county funded programs; i.e., School-Community Center Project, Summer Free Lunch Program, Private Industry Council for summer youth employment, etc. Often serves as committee chairperson for various departmental projects.
6. Conducts research: Reviews technical literature and reports, conducts surveys, meets with contractors, exchanges information with other government agencies and attends professional seminars to identify new programs, methods and equipment.
7. Keeps Area records: Maintains records of revenues and expenditures, personnel, payroll, inventory of supplies and equipment, membership and program participants. Coordinates daily, monthly and annual reports.

Important Worker Characteristics

- A. Considerable knowledge of (1) business administration; (2) Commission activities; (3) Commission organization;* (4) Commission policies and procedures;* (5) equal employment

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Important Worker Characteristics (Continued)

opportunity; (6) skill in CPR and First Aid; (7) management; (8) Merit System regulations;* (9) office practices; (10) physical education; (11) recreation; (12) safety and health regulations; (13) statistical analysis; (14) supervision; (15) personnel management; (16) public relations; (17) budget and finance.

- B. Skill in operation of (1) auto; (2) calculator.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) prepare and read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) make oral presentations to groups; (7) speak clearly; (8) organize work efficiently; (9) provide courteous service; (10) evaluate programs and personnel performance.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree in Parks and Recreation (Master's degree preferred) or related field, and five years of progressively responsible full-time experience, including two years supervising a recreation program; or an equivalent combination of nine years of education and experience; or
2. An equivalent combination of education and experience.
3. Valid Maryland driver's license, or the ability to acquire one.

Working Conditions

Maintains office hours. Works extended hours, evenings, weekends, and holidays. Responds to emergency situations as assigned. Some driving. Continuous contact with the general public; resolves complaints and disputes.