



## RECREATION MANAGER

### Full-Time Position

**\$42.69 - \$51.89/Hour DOQ**

*Final Filing Deadline: December 9, 2024*

#### **THE DEPARTMENT**

The Recreation, Parks and Marina Department is responsible for the operations and programs of the Suisun City Marina, the Senior Center and the Joseph A. Nelson Center, including preschool, after-school programs at various sites, recreation classes and sports leagues, community events and special event rentals.

#### **THE POSITION**

Under the direction of the Recreation, Parks, and Marina Director, the Recreation Manager oversees and manages the operations and activities of the Recreation, Parks and Marina Department. This role involves supervising staff, developing and coordinating programs, activities, and events, and performing a variety of analytical and administrative duties, including research studies and budget analysis. The manager will also collaborate with other departments, outside agencies, and the community, while providing information and assistance regarding recreation programs and services.

#### **THE IDEAL CANDIDATE**

The ideal candidate for the Recreation Manager position will be a proactive and innovative leader who excels in program management and community engagement. With a strong background in recreation and event planning, this candidate will possess the skills to develop, implement, and oversee a wide variety of community-oriented programs and services that appeal to diverse age groups and interests. They will bring a customer-service-focused approach to their work, demonstrating exceptional communication and interpersonal skills to build positive relationships within the community and across City departments. The ideal candidate will have a talent for motivating teams, coordinating special events, managing budgets, and continuously enhancing programs to meet evolving community needs. Their strategic vision, commitment to inclusivity, and ability to create safe, vibrant spaces will be essential in promoting an enriching and accessible recreation experience for all Suisun City residents.

#### **ESSENTIAL JOB FUNCTIONS**

1. Administers the work of a Recreation division; plans, schedules, directs, and coordinates various recreation, leisure, and human service programs, facilities, and activities.
2. Recruits, selects, hires, onboards, trains, and evaluates staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures to ensure safe work practices, work quality and accuracy and to ensure compliance with applicable rules, policies, and procedures; works with employees to correct deficiencies and utilizes progressive discipline when needed; identifies training needs and develops and implements staff training.
3. Assists in the development and implementation of goals, policies, and procedures for assigned programs and facilities; coordinates activities with other City departments, schools, and outside agencies; recommends and implements

resulting policies and procedures; creates and modifies policy and procedural manuals and guidelines.

4. Continuously assesses and analyzes programs and services to determine the effectiveness of current programs and services and the desirability of establishing new programs; meets with community groups; revises recreation programs and services to meet the needs and desires of the community.
5. Participates in the development and administration of the department budget; prepares, analyzes, justifies, presents, and monitors budget for assigned division; compiles information; maintains records; analyzes proposed capital, operating, and maintenance expenditures; makes determinations of equipment, material, building, and facility needs; prepares required requisition specifications; prepares reports and analyses related to impact of budgetary decisions; prepares financial forecasts; tracks and monitors budget expenditures.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field.

**Experience:**

- Four years of increasingly responsible administrative, analytical and/or budgetary experience.
- Experience in administering programs in a governmental jurisdiction is highly desirable.

**License or Certificate:**

- Possession of a Class C California driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions outlined in the class specification 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 job functions.*

**BENEFITS:**

- Medical Insurance - The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment of up to \$700 per month in lieu of enrolling in the City's health plans. The city offers IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Vision and dental insurance options are available at competitive rates.
- Retirement - Public Employees Retirement System (CalPERS) of 2% @ 55 for Classic Employees, or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act (PEPRA) of 2013. City does not participate in Social Security, but does withhold for Medicare, in accordance with federal law.
- Education Incentive Pay - 3% for advanced degrees beyond current requirement for job.
- Life Insurance - Fully City-paid life insurance of \$200,000 for employee only.
- Deferred Compensation Plan - City contributes match up to 4% or \$118 per pay period into the Deferred Compensation Plan.
- Paid Leave - 96 hours of sick leave, 120 hours executive leave, 14 paid holidays per year (including two floating holidays), and 80 hours paid vacation per year for the first five years of service, increasing overtime.

**Application/Selection Procedure:** The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, please go to [www.Suisun.com/careers](http://www.Suisun.com/careers) and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most highly qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

**Compliance with Americans with Disabilities Act (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

**Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice