

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2017- 276

POSITION TITLE	Recreation Section Manager	SALARY RANGE:	\$19.105-34.538
DEPARTMENT	Parks and Recreation	FLSA/UNION STATUS:	Exempt/Nonunion
PERIOD TO APPLY:	05/15/2017-06/07/2017	POSITION STATUS:	Classified/Full-Time
SUPERVISOR:	Liza Suzanne	LOCATION:	GCCC

GENERAL DESCRIPTION

The Recreation Section Manager directs internal recreation programs, classes, activities and supervises staff engaged in outdoor recreation, fitness, dance, sports, leagues, camps, youth recreation and related special events. Responsible for development and administration of budget, staff, training, evaluations, program development, risk management, marketing, promotion, facilities maintenance and coordinates operations with recreation section staff.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Recreation Complex Manager

SUPERVISION EXERCISED

Provides close to general supervision to assigned staff, contractors and volunteers.

NATURE OF WORK

Essential Functions: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Hires, trains, monitors, evaluates and motivates subordinate staff and volunteers; develops work policies and standards; and oversees schedules, staff levels, orientation, and staff development. Oversees credentialing, performance, and payment of contracted instructors and technical staff.
- Plans, coordinates and supervises all programs in area of assignment, including special functions, events and leagues. Develops recreation programs for youth, adults and seniors including outdoor recreation, fitness, dance, sports, wellness, leagues, camps, clinics, workshops and youth recreation.
- Manages section budget for personnel, building maintenance, equipment, supplies, rentals and revenues generating activities. Oversees all purchasing for programs and activities in area of assignment. Prepares and tracks annual budget with staff. Maintains operations within budget amounts and guidelines including recommended fees and charges for areas of responsibility. Develops methods to measure, record, report and track to evaluate recreation section operations.
- Works closely with complex management and City departments to maintain facilities, equipment, building, grounds and assigned vehicles.
- Performs and oversees program development and scheduling. Monitors and evaluates programs and initiates changes to creatively address the needs of the public and staff. Coordinates and corresponds with outside agencies and resources for proper programming, training, and/or referrals as it relates to assigned program area. Attends Division and Community meetings related to programs.
- Performs administrative duties as required. Assists complex management and supervisors with development and implementation of tours, promotions, community presentation, special events and daily operations. Works closely with management to develop and implement marketing and promotional ideas for recreation section operations. Administers facility maintenance staff and cleanliness of facility.
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- Develops operation procedures for outdoor recreation, gymnasium, fitness and youth recreation areas including; rules, hours of operations, safety procedures, maintenance, repair and long range capital improvements.
- Attends professional conferences, seminars, workshops and or classes to remain current with required certifications, industry trends and innovations in facility programming and management.

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Minimum Qualifications

Education and Experience

Bachelor's Degree in recreation management, business management, communications, public administration, or closely related field; five (5) years of professional management experience in the operation and multi-disciplinary programming in a community or recreation center, three (3) years of which must have been in a supervisory capacity; or, an equivalent combination of education and experience except that additional education may not substitute for the minimum experience requirements.

Additional Requirements

Must pass a background investigation.

Must possess a valid Class D driver's license and obtain a City of Santa Fe driving permit within three (3) months of hire.

Must become certified in CPR, First Aid and AED within six (6) months of hire.

Must obtain and keep current NMAA certification (New Mexico Activities Association) for football, basketball, volleyball, softball or as required in order to officiate and instruct.

Certification from one of the following required national organizations is preferred:

- American College of Sports Medicine – Health/Fitness Instructor or Exercise Specialist
- National Strength and Conditioning Association – Clinical Exercise Specialist or Fitness Instructor.

Certification in parks and recreation management preferred.

Knowledge, Skills, and Abilities

Extensive knowledge of exercise physiology, human kinesiology, league scheduling, recreation programming in fitness, youth, sports, ice programs, etc. **Knowledge of** the principles and practices of program administration: management; report writing; principles and application of effective supervisory techniques; coordinating and scheduling activities and leagues; hazards and appropriate safety and health practices in the field; budget preparation; grant writing; sports, outdoor recreation; fitness; youth recreation, which include rules, coaching/teaching techniques, youth development; and officiating.

Skill in training, supervising, evaluating and motivating staff; mentoring for professional and personal development; delegating and managing work assignments; communicating effectively both orally and in writing with diverse parties using technical and non-technical language; analyzing problems, particularly in stressful situations and achieving effective resolutions; budget management; policy development; overseeing and directing multiple projects simultaneously while meeting respective deadlines for those projects; multitasking, organizing and setting priorities; and preparing and delivering presentations; First aid, CPR and life saving techniques; in the use of office equipment including computers, software, and scanners; and, with general mechanical and computer-based equipment.

Ability to establish and maintain cooperative working relationships with associates, management, local officials and the general public; interact and communicate effectively with youth, teens and parents on a daily basis; manage time and resources effectively; balance demands of multiple tasks and projects; initiate and complete long-term projects; communicate effectively both orally and in writing; use reference manuals; maintain ongoing communications with a variety of individuals and organizations; work independently and administer program areas with minimal supervision; and, operate personal computer/printer, various computer software programs, multi-line telephone, facsimile, photocopier, typewriter and City vehicle.

Physical Demands/Work Environment

Work is performed in office and field settings with irregular work hours including nights, early mornings, weekends and holidays. Requires the ability to lift and carry 25 pounds. May be exposed to VDT, CRT or UV rays, sunlight, environmental allergens, chemical fumes and gases, hazardous materials, and air and blood borne pathogens. Must be accessible by phone or other means of communication as approved by manager.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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VETERAN'S HIRING INITIATIVE



Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. **Incomplete applications may delay or exclude consideration of your application.**