

**CITY OF BURIEN, WASHINGTON**  
**JOB DESCRIPTION**

**Title:** Recreation Manager

**Dept.:** Parks, Recreation, and Cultural Services

**FLSA Status:** Exempt

**Reports to:** Parks, Recreation & Cultural Services Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**General Position Summary**

The Recreation Manager plans, organizes, and supervises the overall administration and management of the Recreation and Cultural Services Divisions.

**Essential Functions:**

- Supports and models the identified vision, values, and behaviors of the organization.
- Develops and oversees a comprehensive, diversified program of recreation and cultural arts services for all ages and leisure interests in the community.
- Supervises, assigns work and evaluates performance of assigned personnel, assists in the selection of new employees, counsels and disciplines employees according to city policies and procedures. Responsible for staff development.
- Plans and organizes staff workloads and assignments.
- Prepares and administers assigned division budgets; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; performs cost analysis and recommends fee structures; monitors and approves expenditures; implements adjustments.
- Develops joint programs and projects with School District staff.
- Develops, negotiates, and recommends approval of contract and insurance agreements.
- Develops alternative revenue options, such as grants, sponsorships, partnerships, and related funding support.
- Oversees division promotional and marketing strategies to promote recreation participation.
- Performs risk management duties and recommends operating procedures and policies; investigates and responds to accidents.
- Develops, evaluates, and updates recreation and administrative policies and procedures.
- Analyzes and evaluates recreation programs to ensure that they are cost-effective and meeting the needs of the community.
- Recommends and participates in setting direction, goals, objectives, and priorities for the department.
- Makes presentations to City Council, boards, and related community organizations.
- Attends committee meetings as assigned.
- Performs other duties as assigned.

**Secondary Functions**

- May serve as Acting Director in the absence of the Park, Recreation, and Cultural Arts Department Director.
- Serves on and participates in various employee committees.

**Job Scope**

Work involves frequent new and varied work situations involving a high degree of complexity. Incumbent determines own practices and procedures and is responsible for developing new policies and objectives. Incumbent operates independently with minimal supervision.

**Supervisory Responsibility**

Directly and indirectly supervises recreation and cultural arts staff; recommends personnel actions; arranges and provides training and assistance; assigns and prioritizes work; reviews performance; approves, takes or recommends disciplinary actions, conducts staff meetings.

**Interpersonal Contacts**

Incumbent has extensive and frequent internal and external contacts.

**Specific Job Skills**

Knowledge of:

- Recreation program philosophy, principles, practices, techniques, and trends related to the administration of a comprehensive municipal recreation program.
- Cost analysis and budgeting principles.
- Comprehensive planning techniques and procedures in analyzing the value and cost-effectiveness of recreation systems.
- Supervision principles and practices.
- City's political environment and sensitivities with thorough understanding and ability to function effectively within that environment.

Ability to:

- Develop Division objectives and implement plans to achieve them.
- Plan and organize work.
- Select, train, supervise and evaluate personnel.
- Analyze and evaluate operations, and develop and implement corrective actions to resolve problems.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships in a team environment with participants, citizens, affiliate community agencies, staff, and volunteers.
- Interpret, explain, and execute policies and procedures.
- Research innovative service and delivery systems for recreation programs, services, and facilities.
- Manage multiple tasks with attention to detail.
- Exercise initiative.
- Maintain confidentiality of politically sensitive materials and information.
- Work a flexible schedule including occasional weekends, evenings and other irregular hours.

**Mental Abilities**

Continuous decision making, interpersonal skills, teamwork, creativity, use of discretion, problem analysis, independent judgment and/or action, and ability to read, write, speak, and understand English; frequent training/supervision, and mentoring; occasional negotiation, customer service and performance of basic and advanced math; and rare presentations/teaching.

**Physical Abilities**

Continuous sitting, fingering, hearing, and repetitive motions of hands and wrists; frequent walking and talking, occasional standing; and rare feeling, stooping, crawling, reaching, kneeling, climbing, handling, and bending. Incumbent must be able to push, pull, lift, and carry 25 pounds.

**Education and/or Experience**

Requires a four year degree in Parks and Recreation, Business or Public Administration or related field; AND a minimum of five years of progressively responsible experience in the management of

recreation programs and budgets or an equivalent combination of education and experience. Advanced management experience preferred.

**Special Requirements**

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Strong proficiency in recreation software programs preferred.

**Job Conditions:**

The Recreation Manager works primarily in an office setting and occasionally in the field. Work may be on site of special events and activities in all types of weather conditions. Must be able to work irregular hours including some evenings and weekends.

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