City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Recreation Division Manager</th>
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<td>Job Code:</td>
<td>RDIR</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU23</td>
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<td>Date Revised:</td>
<td>1/19/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for the overall operation and function of the Recreation Division and directs a comprehensive municipal program of publicly provided recreation programs and public recreation facilities.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Directs the management, planning, operation, maintenance, development and acquisition of a comprehensive system of public recreation facilities (Community Centers, Skateboard Parks, Tennis Facilities, Ice Arena, Golf Courses, and Swimming Pools), including policies, budget, fees, concessions, maintenance techniques, contracts, liaisons with citizen groups and not-for-profit organizations, and all other matters necessary to the provisions of publicly owned recreation programs and facilities.
- Oversees the development and administration of the Recreation Division, Ice Arena, Swimming Pools, and Golf Course budgets; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and the approval of expenditures; recommends adjustments as necessary.
- Directs recreation and aquatic specialists and coordinators in the selection, training, supervision, and evaluation of employees.
- Oversees the administration of the municipally owned golf courses, including budget, fees, policy, concessionaire and golf pro’s contracts, golf lessons, and promotion of the courses, and acts as liaison with Golf Committee and other citizen groups.
- Coordinates assigned services and activities with those of other divisions and outside agencies and organizations; makes recommendations on contracts and leases and enforces provisions thereof.
- Prepares and makes formal presentations to the public and city officials regarding the Recreation Division.
- Oversees construction, renovation and design projects of the Recreational Division, City leased sports facilities, through the CIP budgets and Parks and Recreation Sports Grant.
- Develops bidding documents and specifications, requests for proposal and provides capital project supervision.
- Monitors current federal, state and local legislation and developments affecting division operations and the securing of supplemental funds.
- Provides staff assistance to the Director of Parks and Recreation.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from four-year college or university in recreation, sports fitness, physical education, wellness or related field. Seven years supervisor experience in a recreation and/or aquatics program.
Certificates, Licenses, Registrations:

Must possess a valid driver's license or ability to obtain within 30 days from date of hire.
Must possess and maintain Certified Parks and Recreation Professional certification or ability to obtain within 6 months of hire date.

Working Conditions:

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

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and taste or smell.