



City of Council Bluffs

Job Description

Recreation & Events Manager

Department: Parks & Recreation
Supervisor: Director of Parks & Recreation
Location: City Hall
FLSA Status: Exempt
Prepared By: Mallory Davis, Recruiter
Prepared Date: March 2019
Union: Non-Union
Pay Grade: 21
Pay: \$60,084.55

The City of Council Bluffs is an Equal Opportunity Employer.

Summary: An employee in this class is responsible for planning, promoting, implementing, and supervising all special event and outdoor recreation programs and services, including but not limited to: coordination of all Parks and Recreation special events, outdoor recreation programming, Tom Hanafan Park programming, select facility rentals, and equipment rentals.

Essential Duties and Responsibilities:

- Works with the Director and community partners to establish priorities, goals, and objectives
- Evaluates programs, activities, and services provided
- Ensures employees are held to City's safety, security, and loss control standards
- Creates a positive experience for staff and patrons through professional and courteous behavior and effective problem solving resolution
- Identifies operational changes needed to achieve service, revenue generation, and cost containment goals
- Develops operational, educational, recreation, and programming strategies for Tom Hanafan Park and other City parks including but not limited to Bayliss, Vincent Bluff, and the Recreation Complex
- Pursues educational grants, special events, and rentals maximizing facility usage and outdoor activities
- Serves as the liaison for community outreach projects and special events
- Establishes appropriate fee schedules and staff procedures
- Evaluates activities, programs, and sites for participation and effectiveness
- Creates, develops, evaluates, and facilitates successful, well-attended and when applicable profitable events and programs

- Identifies new special events utilizing the diverse facilities and parks that the City has to offer
- Meets with outside groups and guide staff; attends meetings; and identifies needs, resources, and work with local, State, and Federal agencies and Associations to develop goals and outdoor recreation strategic plan
- Develops and evaluates program costs and revenues as assigned
- Develops, implements, and updates facility safety standards and customer service standards
- Professionally responds to inquiries, questions, and complaints from participants
- Responds to emergencies involving participants and staff
- Communicates professionally and effectively and works cooperatively with all Department staff, other departments, agencies, and the general public
- Supervises the implementation and compliance of policies and procedures
- Provides onsite supervision and program leadership as needed
- Participates and collaborates with other federal, regional, state, and local educational/non-profit agencies, districts, and programs to promote and coordinate offerings and negotiate and/or administer contractual agreements for services/facilities
- Works with staff and the Communications Officer to develop and administer on-going marketing plans and strategies to effectively promote programs and activities of the Department
- Directs and participates in the development, review, and evaluation of programs offered to ensure that program services meet community needs
- Implements, monitors, and reviews service delivery processes
- Ensures departmental program services are in compliance with relevant laws, regulations, and guidelines
- Prepares/recommends annual department budget and monthly budget projections
- Monitors expenditures and revenues to remain within established budgetary constraints
- Monitors subsidy levels
- Makes necessary adjustments to programs and services to meet the City's goals and objectives
- Oversees department supply and material purchasing
- Authorizes repairs or services within authorized spending limits
- Actively pursues alternative revenue-generating opportunities for the Department in conjunction with the Director
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

Directly supervises the Recreation & Events Coordinator and some seasonal employees within the Parks & Recreation Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's Degree in related area of study
- Master's Degree, desirable
- Five (5) to seven (7) years of related experience
- Three (3) to five (5) years of supervisory experience
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- First Aid and CPR/AED

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to fifty (50) pounds.
- The employee must be able to frequently lift and work with up to ten (10) pounds.
- The employee must be able to continuously lift and work with up to five (5) pounds.
- Work is primarily performed in an office environment but may have exposure to adverse weather conditions related to outdoor recreation events.

Other Skills and Abilities:

- Extensive experience in coordinating and planning large-scale, community, and creative events
- Strong organization skills with exceptional attention to detail while managing multiple tasks and changing priorities
- Considerable knowledge of the methods involved in developing, implementing, and evaluating recreational programs
- Particular knowledge related to outdoor recreation and historic educational program design desired
- Knowledge of grant writing and sponsorship recruitment
- Maintain appropriate records and prepare accurate reports
- Exercise good judgment, problem solving, and decision making skills
- Work independently with accountability
- Excellent written and verbal communication skills
- Establish and maintain positive working relationships with staff, volunteers, participants, community groups, and the public
- Ability to work a variety of shifts, length of shifts, and days of the week as events/programs require

Please visit the City's Employment Opportunities page to apply for this position by the application deadline of March 22, 2019.

The City's Employment Opportunities page can be found at the following link:
<https://mss.councilbluffs-ia.gov/MSS/employmentopportunities/default.aspx>