

# Exhibit 3

CITY OF CARSON  
Class Specification

City Council Reso No: 22-053  
Bargaining Unit: CPSA/SEIU 721  
FLSA: Exempt

## RECREATION PROGRAM MANAGER

### **Job Summary:**

Under the direction of the Recreation Superintendent, plans, organizes, and evaluates a variety of recreational programs and services at various recreational facilities; supervises and evaluates staff assigned to recreational facilities, and/or recreational programs and services.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, manages, evaluates, and staffs a variety of recreational programs and services.
2. Establishes, implements, and monitors performance standards, goals and objectives of assigned recreational programs and services.
3. Prepares, monitors, and controls budget and financial expenditures of assigned recreational programs and services.
4. Develops marketing plans, advertises and promotes assigned recreational programs and services.
5. Supervises, trains, evaluates and participates in the hiring and disciplinary process of assigned staff.
6. Prepares, reviews, and approves reports and other correspondence, including but not limited to, City Council and Parks and Recreation commission agenda items.
7. Supervises the scheduling and coordination of facilities and equipment for general public use; maintains inventory control.
8. Recommends and assists with the maintenance of facilities and equipment as needed.
9. Develops and prepares contracts and other agreements with vendors and other agencies.
10. Communicates with outside agencies, such as the Sheriff's and Fire Departments; resolves public inquiries and complaints.
11. Prepares and maintains records regarding work activity and assigned personnel.
12. Attends meetings, makes oral presentations to city employees, governmental, and/or public groups.
13. May provide staff support to a commission or committee.
14. May write, apply for and administer grants.
15. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

Bachelor's degree in recreation, public administration, or related field and five (5) years of full-time, paid lead or supervisory experience in recreation or related field. Experience and/or education may be substituted on a year for year basis.

### **Knowledge of:**

- Principles and practices of recreation program development and implementation.
- Adult and children's recreational programs; individual and team sports.
- Community recreational and special programs interests and needs.

- Applicable laws, codes, regulations, policies and procedures.
- Principles of supervision, training, and evaluation.
- Marketing, advertising and public relations principles and practices.
- City organization, operations, policies and objectives.
- General record keeping practices.
- Budgeting practices and procedures; grant administration.
- Appropriate safety practices and procedures.
- Personal computer software and hardware.
- Office practices and procedures.
- Effective methods of report presentation.
- Purchasing practices and contract administration.

**Skill and Ability to:**

- Effectively develop and administer recreational programs and services.
- Evaluate recreational programs and facilities.
- Effectively prepare marketing plans.
- Supervise, train and evaluate staff.
- Identify and analyze problems and take effective corrective action.
- Establish and maintain effective working relationships with others.
- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.
- Make effective oral presentations.

**License and/or Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Perform work which is primarily sedentary
- Require ability to talk, hear and see.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Is subject to inside and outside environmental conditions.
- May be required to use personal and/or city vehicle in the course of employment.
- May be required to work evenings or weekends.