ASHEVILLE, NORTH CAROLINA

Classification Specification

Manager, Focus Area
Job Code: 5289
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan, direct, and oversee the operations and staff of an assigned division/focus area of the Recreation Department.

Distinguishing Characteristics:

This is a single-level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: directs the activities of personnel through subordinate supervisors; plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical

expertise; and provides progress and activity reports to Department Director or others as requested.

Develops and implements long- and short-term plans, goals, and objectives for operations of assigned division: researches, assesses and develops strategies to meet current and future issues and concerns regarding City needs in area of assignment; and recommends and implements needed changes, modifications and/or enhancements.

Develops, implements, and updates policies and procedures for assigned division: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates and maintains policies and procedures as required.

Develops and implements budget for assigned division: recommends budget allocations for staffing, equipment, capital improvement, and service delivery needs; monitors expenditures and revenues to ensure compliance with approved budget; and maintains related financial and budget reports and documentation.

Manages the day-to-day operations of assigned division: manages and oversees assigned focus area; creates strategic action plans to achieve established objectives, capital improvements, and recreation programs; monitors progress and effectiveness; identifies and initiates process improvements for efficiency; ensures all division work activities and programs comply with applicable local, state, and federal policies, procedures, rules, regulations, laws, codes, and ordinances; initiates actions to correct deviations or violations.

Performs public relations and customer service functions: represents the division at various meetings, such as City Council meetings, neighborhood and community meetings, development meetings, etc.: makes presentations regarding division projects and activities; receives and resolves complaints regarding division programs, services and projects; provides information, answers questions, and provides solutions; and acts as liaison to various committees, boards, public and private sector agencies, and community groups.

Performs related support functions for the department: manages various projects as assigned, such as workgroup re-organizations, physical space remodels, and technology improvements; and manages staff training and certification programs.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, practices, trends, and advances in parks and recreation management; reads professional literature; maintains professional affiliations; and attends meetings, workshops, and training sessions as required.

Communicates with City administrators and elected officials, supervisors, subordinates, other City employees, contractors, developers, architects, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, contracts, correspondence, budget and financial records and documentation, improvement documents, technical staff reviews, timesheets, architectural plans, presentations, manuals, memos, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Parks and Recreation, Recreation Management, or a related field required; supplemented by five years of progressively responsible experience in parks and recreation programming development and implementation, budget and capital project management, landscape architecture, or related field applicable to assigned division/focus area, to include supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Depending on the area of assignment: Certified Parks and Recreation Professional (CPRP) or Landscape Architect's license preferred

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may

involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.