



City of Rapid City  
Recreation Division Manager  
Position Description

Page 1 of 2

**Job Title:** Recreation Division Manager  
**Department:** Parks and Recreation  
**Division:** Recreation Division  
**Reports To:** Director of Parks and Recreation  
**FLSA Status:** Exempt  
**Classification:** Non-Union

**Grade:** ~~2224~~  
**Prepared By:** Tammie Krumm  
**Prepared Date:** 11/26/09, 09/16/11  
**Approved By:** Jerry Cole  
**Approved Date:** 03/01/10

### SUMMARY

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

Essential duties and responsibilities include the following; other duties may be assigned:

1. 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.
2. 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.
3. Directs recreation and aquatic specialists and coordinators in the selection, training, supervision, and evaluation of employees.
4. 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.
5. 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.
6. Prepares and makes formal presentations to the public and city officials regarding the Recreation Division.
7. Oversees construction, renovation and design projects of the Recreational Division, City leased sports facilities, through the CIP budgets and Parks and Recreation Sports Grant.
8. Develops bidding documents and specifications, requests for proposal and provides capital project supervision.
9. Monitors current federal, state and local legislation and developments affecting division operations and the securing of supplemental funds.
10. Provides staff assistance to the Director of Parks and Recreation.

### SUPERVISORY RESPONSIBILITIES

Manages ~~5-9~~ subordinate supervisors who supervise a total of ~~130-350~~ employees in the Recreation Division. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises ~~1-2~~ non-supervisory employee. 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.

### MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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 from four-year college or university and four years experience in related field and seven years supervisory experience in a recreation program; or equivalent combination of education and experience.~~ Bachelor's degree from four-year college or university in recreation, sports fitness, physical education, wellness or related field and seven years supervisor experience in a recreation and/or aquatics program.

**Communication Skills:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing body.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane



## City of Rapid City Recreation Division Manager Position Description

Page 2 of 2

and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer and Administrative Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office products.

**Certificates, Licenses, Registrations:** Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. ~~Parks and Recreational Professional certification~~ [National Parks and Recreation Certification](#) preferred.

**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.

**Work Environment:** 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.

### OTHER SKILLS AND ABILITIES

Demonstrated knowledge of recreation and physical education, health and first aid, practices and principles of management and supervision. Ability to administer recreation programs and capital projects.