

JOB TITLE: Asst. Recreation Dir/Business Manager
DEPT: Recreation

GRADE: P-9
DATE: April 1, 2014

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Performs a variety of administrative and/or technical work in planning, organizing and supervising a specific program and/or project in the Town. Coordinates and supervises the management of the financial and business affairs of the Walpole Recreation Department. Acts as advisor to the Recreation Director on all aspects of the Recreation Department relating to the business and financial affairs.

SUPERVISION

Works under the general supervision of the Recreation Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. Works with the Director in developing and overseeing the various budgets and accounts that fall under the Recreation Department's jurisdiction. The Director provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances that are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the Director aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

Employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led.

The Assistant Recreation Director/Business Manager is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of staffing programs; distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new seasonal employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor.

DISTINGUISHING CHARACTERISTICS:

1. Makes frequent contact with the general public, other municipal departments, recreational service providers, vendors and local and state governmental and community organizations and agencies.
2. Makes recommendations to the Recreation Director as to individual program budgets, and monitors revenues and expenditures, program plans and routine contracts. May solicit funds for special projects and programs from sponsors as assigned by the Recreation Director.
3. Provides direct supervision and guidance; monitors compliance and completion of program and/or project elements.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

EXAMPLES OF WORK: Including but not limited to:

Subject to approval of the Recreation Director, recruits, hires and instructs program staff in all aspects of departmental policies and procedures; supervises program staff in the performance of their work; assigns staff and develops work schedules. Develops organizational structure to meet program staffing goals. Plans and coordinates training for all department employees.

Subject to the approval of the Recreation Director, develops program budget estimates; administers specific program budgets; calculates program fees.

Maintains records, prepares reports on program issues and/or service. Prepares survey instruments and provide technical reports. Provides monthly accounting reports of all income and expenditures to the Recreation Director and Town Accountant. Maintains continuous internal auditing program for all funds.

Provides assistance with the understanding of applicable laws, regulations and public relations relating to assigned program and/or projects.

Oversees and stays current on program goals and objectives. Works within budgetary guidelines.

Responsible for the completion of the personnel paperwork of all part-time and seasonal employees of the department. Prepares the department payroll for submission to the Finance Department.

Assists the Director in field scheduling matters, working with user groups and maintaining the field use database.

Subject to approval of the Recreation Director, develops and implements Recreation Department's Capital Budget Plan and yearly budgetary funding request to the Town.

Arranges for and supervises preparation, publication and distribution of budgets as approved by the Recreation Director. Establishes and supervises a program of adequate accounting to record in detail all financial transactions including payroll and accounts payable.

Maintains a continuous internal auditing program of all funds.

Supervises the collection and accounting of all revenue.

Supervises the reconciliation of all revolving funds maintained by the Recreation Department.

Acts as the Director of the department when necessary. Attends night and weekend programs and meetings with Town and outside groups as may be required.

DESIRABLE QUALIFICATIONS:

Education and Experience: Bachelor's Degree which is appropriate for the particular program and department assigned; Three to five (3-5) years of experience working in similar program area or any equivalent combination of education and experience which would demonstrate the ability to do the work. Bachelor's Degree and/or a financial background are preferred.

Knowledge, Abilities and Skills: Working knowledge of the program area assigned; working knowledge of basic budgeting principles; working knowledge of equipment, facilities, operations and techniques required for the position; some knowledge of Federal, State, County and Town laws, rules and practices relating to program assigned.

Skill in planning, coordinating and supervising various recreation activities at one time; skill in establishing and maintaining effective working relationships with program participants, parents, outside agencies, departmental staff and the general public; skill in planning and supervising the work of staff and/or volunteers; developing and implementing programs; skill in providing technical assistance and responding to inquiries from departments, community groups and others concerning program information; skill in the use of personal computers and various software to develop spreadsheets and managing of data bases; skill in selecting, training and supervising extra labor and volunteers; physical ability sufficient to perform the essential functions of the position.

SPECIAL QUALIFICATIONS:

Possession of a valid state driver's license which may be used within the Commonwealth of Massachusetts.

TOOLS AND EQUIPMENT USED:

Computers with word processing, spreadsheet software, data base, etc. and any equipment pertaining to the recreation department.

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 frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

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 regularly works in office setting and in outside weather conditions.

The noise level in the work environment is moderately quiet to occasionally loud.

New: April 2014