



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

## JOB DESCRIPTION ADMINISTRATOR - RECREATION PROGRAMS

(RECREATION PROGRAMS BRANCH)  
PARKS, RECREATION, AND TOURISM

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

---

### GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position provides leadership, overall administration and technical expertise for a variety of recreation programs for youth including licensed child care, open recreation, therapeutic recreation, aquatics and community wide programs as well as the operations of several community centers. Reports to the Assistant Director.

### ESSENTIAL JOB FUNCTIONS

Responsible for the effective supervision and administration of the Division including completing required reports, budgeting, purchasing and financial transactions to include revenue collection, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities. Evaluates the need to fill vacant positions and recommends changes to allocated positions and branch structure as needed. Researches and prepares recommendations and reports for the department director.

Oversees and develops short and long-term strategic goals pertaining to the planning, development, design and operational processes for licensed care, open recreation, therapeutic recreation, summer playground, aquatics and community based programs which operate in various locations city-wide. Establishes internal division organization and management systems to effectively meet operating goals and objectives; develops internal policies and operating procedures; develops revenue producing programs and cost savings initiatives.

Performs other duties as assigned.

### PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### REQUIRED KNOWLEDGE

- Recreational Programming - Comprehensive knowledge of recreational programming and recreational facility operations and available resources of assigned areas to include professional recreational philosophies, principles, and practices.
- Strategic Planning - Knowledge of strategic planning principles and theories to ensure competitive advantage and profitability.
- Supervision - Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

- Customer Service – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

## **REQUIRED SKILLS**

- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and outside agencies. Effectively responds to and resolves complex inquiries and disputes.
- Computer Skills – Utilizes a personal computer with a customer information system, word processing, spreadsheet, and related software to effectively complete a variety of tasks with reasonable speed and accuracy.

## **REQUIRED ABILITIES**

- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing.
- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Accounting and Budgeting – Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

## **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Recreation, Leisure Studies, or a related field and 7-10 years of progressively responsible experience in recreation programs or recreation facility operations with 5-6 years of supervisory experience, or an equivalent combination of education and experience. Master's Degree is preferred.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background investigation to include a local and state criminal history, sex offender registry check, and a valid driver's license with an acceptable driving record.

## **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- 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 keyboard or work station.

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

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