



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**ADMINISTRATOR OF COMMUNITY  
RECREATION**

(COMMUNITY RECREATION DIVISION)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
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### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under limited supervision, this position is responsible for the overall administration and technical expertise for the operations and programming of the Community Recreation Division of the Department of Parks, Recreation and Tourism. Reports to the Assistant Director of Parks, Recreation and Tourism.

### **ESSENTIAL JOB FUNCTIONS**

Oversees the operation, management and maintenance of all Community Recreation Division's programs to include Athletics and Mature Adult Programs as well as the Doris Miller Community Center; coordinates balanced program offerings through the design of instructional classes, special events, sports, camps and open activities to address the needs of the community.

Responsible for the effective supervision and administration of the division including completing required reports, marketing, budgeting, purchasing and financial transactions to include revenue collection and fundraising, 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 Assistant Department Director.

Oversees and develops short and long-term strategic goals pertaining to the planning, development, design and operational processes of the Athletics, Open Recreation and Mature Adult Programs as well as the Doris Miller Community Center; develops and recommends policies and procedures; recommends internal branch organization; establishes and implements management systems to effectively meet operating goals and objectives.

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 for assigned facility or program.
- 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.
- Technology - Knowledge of general office equipment and personal computers and related security software and equipment.
- 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 then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Judgment/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Develops and maintains cooperative and courteous relationships with employees, managers, representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

## **REQUIRED ABILITIES**

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. Attends and maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.
- 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. Ability to handle a variety of employee relations issues with tact, confidentiality and diplomacy.
- 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**

Requires a Bachelor's Degree in Recreation, Leisure Studies, or a related field and 5 - 7 years of progressively responsible supervisory and management experience in recreational programming or recreation facility operations, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history and sex offender registry check.

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.