



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 976.0

Job Title: **ASSISTANT RECREATION REGIONAL MANAGER**

Pay Grade: 25

### **GENERAL SUMMARY:**

Under the direction of the Recreation Regional Manager (Division Manager), this position supervises the operation of typically four to six Community Centers and oversees the implementation of the youth sports program for the entire region.

### **RESPONSIBILITIES:**

- Trains, supports, develops, manages, motivates, and evaluates assigned community center staff.
- Responsible for providing quality programs and ensuring that citizens are recruited to participate in programs offered in his/her areas of responsibility.
- Provides accurate reports on participant numbers in each program.
- Implements the coordinated efforts to deliver Youth Sports Program for all centers in the region, including workshops for players and volunteer coaches.
- Develops programs, and player and coaching systems that meet the development of players and volunteer coaches at all levels of play.
- Assists Center Staff in recruiting volunteer support.
- Supports all regional recreational and youth sports events.
- Ensures safe, clean, and organized facilities.
- Assists Recreation Regional Manager (Division Manager) in forecasting, budget management, program implementation and strategic planning.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Physical Education, Art, Sports and Fitness Management or a related field.

#### **EXPERIENCE:**

Five years of experience in managing or developing a large recreation or sports program, education and/or coaching sports are required. Volunteer experience as a coach may substitute for the above requirement on a two-for-one year basis.

#### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures. It also requires basic analytic ability as in the comparison of numbers and simple facts in selecting the correct action.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal is required.

### **PHYSICAL SKILL:**

Requires the ability to make complex coordinated and sequenced motor movements in response to rapidly changing external stimuli.

### **MISCELLANEOUS:**

All duties and responsibilities may not be listed in the above job description.

### **JOB FAMILY:**

Assistant Recreation Regional Manager  
Recreation Facility Manager

*Effective: July 2009*