CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 976.9

Job Title: **RECREATION FACILITY MANAGER**

Pay Grade: 20

GENERAL SUMMARY:

Manages the operation of a regional recreation facility or several smaller recreational facilities.

RESPONSIBILITIES:

- Supervises and oversees all aspects of personnel and operations of a recreational facility; schedules and monitors project implementation and completion.
- Instructs a variety of professional development seminars to staff, emphasizing topics such as public relations.
- Conducts on-site field visits, inspecting playground equipment to provide preventive maintenance measures and ensuring safe play and work conditions.
- Prepares and submits financial and program participation reports.
- Obtains the support and cooperation of the public by maintaining positive public relations through establishing creative promotional literature and friendly communication.
- Tutors and counsels program participants.
- Develops and administers recreational programs for all ages at multiple recreation facilities.
- Coordinates programming and scheduling for numerous activities and programs including special events, building and equipment rentals and referee staffing for league games.
- Designs brochures, announcements and pamphlets to promote various activates offered at centers.

SPECIFICATIONS:

KNOWLEDGE:
An Associate's degree in physical education, recreation or a related field is required. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:
Two years of experience in recreation or education are required.

SPECIFICATIONS: (continued)

Substitutions:
A Bachelor's degree in physical education, recreation or a related field may substitute for two years of the experience requirement.

Two years of full-time recreation or educational experience may be substituted for the Associate's requirement on a year-to-year basis.

License: May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

COMPLEXITY:
Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position has significant input on personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:
Level of external contact is primarily with lower-level service representative and vendors. 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 are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Recreation Facility Manager

Effective: October 1990
Revised: January 2015
Revised: October 2025