



**CITY OF WESTERVILLE**  
Department of Human Resources  
21 S. State Street  
Westerville, OH 43081

<http://www.westerville.org>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Recreation Administrator**

*An Equal Opportunity Employer*

**SALARY**

\$36.27 - \$45.35 Hourly    \$75,441.60 - \$94,328.00 Annually

**OPENING DATE:** 06/07/21

**CLOSING DATE:** 06/27/21

**THE POSITION**

This is responsible administrative work responsible for the management of a comprehensive municipal recreation program including directing and overseeing recreation programs and services. Work involves planning, coordinating, programming, implementing and evaluating programs; coordinating budgeting efforts of the recreation program section; and supervising numerous staff in compliance with rules and regulations.

**SUPERVISION**

Employee works under the general guidance of the Recreation & Operations Superintendent. Employee must have the ability to develop and implement comprehensive recreation programs, handle interpersonal and disciplinary situations among participants and employees, handle program eligibility questions and problems, negotiate various contracts, manage staff, oversee program budgets, develop effective monitoring and evaluating systems, establish effective goals and objectives and performance measures, develop and monitor safety programs, and effectively market programs and facilities.

**ESSENTIAL FUNCTIONS OF WORK**

Plans, coordinates, supervises, assigns, and implements recreation programs, activities and special events; prepares quarterly and seasonal programming; coordinates services offered; ensures balance in program offerings; oversees contracts with instructors, corporate and media sponsors, concessionaires and other service providers

Supervises administrative, seasonal, instructional, programming staff; recruits, interviews, and hires employees; trains staff; conducts performance evaluations; approves leave; makes recommendations for discipline; prepares and submits payroll

Monitors registration and attendance of classes and programs; assesses feasibility and public interest; cancels classes and programs as needed; submits reports on programs and activities

Review and evaluate all recreation programs. Makes recommendations for change and improvements as required to meet public demand.

Provide guidance and establish an improved process for the Community Recreation Guide that is published six times a year.

Evaluates and recommends pricing/ fees for all Recreation Services that are current with the market and appropriate to reach operational and cost recovery goals.

Administers the programming space including managing facility schedules and rentals; oversees food service operations; ensures proper maintenance of equipment and vehicles

Prepares and proposes annual program and services budgets; monitors budget; provides ongoing financial, activity and attendance information and reports to supervisor; monitors purchase orders and requisitions for all events, equipment, and supply needs; maintains personnel and administrative records and reports; develops and monitors goals and objectives and performance measures

Develops, recommends and ensures follow through with policies and procedures concerning recreation programming to meet citizen needs; evaluates and revises program needs based on interest and attendance; develops procedural manuals

Negotiates contracts with instructors, concessionaires, and other agencies providing program services; monitors contract compliance; documents expenditures and makes estimates

Works with other departments/divisions to ensure projects are finished and problems corrected  
Maintains ongoing safety awareness program and reviews safety of each program and facility

Recommends capital improvement projects and community development projects relating to the Recreation Division

Develops, establishes, and monitors partnerships with schools and outside organizations

Develops and oversees training programs and manuals for Recreation Division staff

Assists in planning and implementing timely publicity and promotional information

Maintains Accreditation standards in program planning

Assist Department Director with special projects

Serves on various committees and boards; makes presentations and speeches at meetings and other community events

Responds to patron questions, requests, concerns; resolves problems

Performs other related duties as assigned

### **MINIMUM REQUIREMENTS OF WORK**

Possession of a Bachelor's degree in Parks and Recreation Administration or other related field.  
Five to seven years of progressive experience in an administrative capacity with supervisory experience or any equivalent combination or training and experience which provides the following knowledge, abilities, and skills:

Ability to plan, organize, coordinate, prioritize, assign, and evaluate the work of subordinate staff

Ability to manage budgets and project expenditures and revenues

Ability to analyze community recreation needs and to develop and evaluate programs and services that meet the needs of the community

Ability to supervise and guide the work of seasonal and full-time employees

Ability to guide the work of volunteers

Ability to communicate effectively, both orally and in writing, with co-workers and staff, civic leaders, public officials, program participants, and the general public

Ability to establish and maintain effective working relationships with other employees, community members, contractors, other agencies and the general public

Ability to keep records and prepare clear and concise written reports

Ability to develop and utilize computer applications where appropriate

Ability to research and develop new and revised project proposals

Ability to develop and monitor marketing and promotional strategies

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Ohio driver's license {An Ohio commercial driver's license may be required)

Certified Parks and Recreation Professional preferred

Ability to obtain CPR and First Aid certification

Computer knowledge in Word, Excel, RecTrac and Google Suite products

Ability to obtain NIMS certifications

ONLY ONLINE APPLICATION COMPLETED AT:  
<http://www.westerville.org> ARE ACCEPTED

EXAM #00864  
RECREATION ADMINISTRATOR  
CL

## **Recreation Administrator Supplemental Questionnaire**

- \* 1. How many years of experience do you have working in a supervisory role in Parks & Recreation?
- Less than 1 year
  - 1 - 3 years of experience
  - 4-6 years of experience
  - 7-9 years of experience
  - 10 or more years of experience
- \* 2. Do you possess a Bachelor's degree?
- Yes    No
- \* 3. What software are you proficient in using?
- RecTrac
  - Google Docs
  - Google Sheets
  - Google Meets
  - Google Slides
  - Word
  - Excel

- Zoom
- Gmail

\* 4. How did you learn about this position?

- City Employee
- Friend
- Career (Job) Fair
- www.westerville.org website
- Governmentjobs.com website
- Indeed.com (career board)
- LinkedIn.com (career board)
- Careerbuilder.com (career board)
- CareerBoard.com (career board)
- Other website not listed
- Other

\* Required Question