



City of Casper
Recreation Manager (25)

SALARY	\$7,146.50 - \$10,006.50 Monthly \$85,758.00 - \$120,078.00 Annually	LOCATION	Casper Recreation Center - Casper, WY
JOB TYPE	Full-Time	JOB NUMBER	1153-01
DEPARTMENT	Parks, Recreation, and Public Facilities Department	DIVISION	Recreation (DM)(960)
OPENING DATE	09/05/2023	CLOSING DATE	9/24/2023 11:59 PM Mountain

Class Summary

Assigned to: Casper Recreation Center

EMPLOYMENT CONTRACT REQUIRED

Incumbent is responsible for overseeing the activities and operations relating to recreation initiatives.

REPORTING STRUCTURE:

Receives general guidance from the Parks, Recreation, and Public Facilities Director.

Typical Class Essential Duties

1. Exercises direct supervision over the Recreation Division and the Fort Caspar Museum to include: authorizing time off, approving payroll and hiring; prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Manages the organization, staffing, and operational activities for Fort Caspar, Casper Recreation Center, Casper Ice Arena, Casper Family Aquatics facilities, Sports and Athletics, and related special programs.
3. Participates in the development and implementation of goals, objectives, policies, and priorities for the Recreation Division and Fort Caspar Museum; identifies resource needs; recommends and implements policies and procedures; sets objectives and procedures for workgroup (s) within the division.
4. Coordinates new construction and renovation projects; negotiates professional services contracts; recommends and implements a capital improvement program for recreation and museum facilities.
5. Oversees the operation and maintenance of recreation and museum facilities; monitors and approves programming, scheduling, and public use of recreation and museum facilities; administers rental and lease agreements with user groups.
6. Prepares, recommends, and manages the division budgets as related to identified cost recovery goals; identifies and

implements new funding and revenue-generating opportunities, approves and controls procurements and operational expenditures in compliance with City purchasing policies and procedures.

7. Develops and executes capital projects and programs which include formulating project plans and identifying necessary resources.
8. Compiles prepares and presents operational reports, contracts for services, grant applications, and related documents for review by senior management.
9. Ensures reports and agenda items are prepared for consideration by boards and advisory bodies, including the Parks and Recreation Board, Casper Recreation Leagues Association, and the Community Recreation Foundation.
10. Stays abreast of new trends and innovations in the field of recreation and assesses community recreation needs.
11. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
12. Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

Knowledge of:

- Current trends and innovations in Recreation and Museum management.
- Applicable Federal, State, Local, and City government codes, rules, and regulations relating to the various aspects of recreation and museum management.
- Operational characteristics, services, and activities of recreation and museum management.
- Procedures, methods, and techniques of recreation and museum management.
- Theories, principles, and practices of recreation and museum management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Administrative principles and practices, including goal and objective development, work planning, and employee supervision.
- Communication and marketing strategies.
- Record maintenance systems and techniques.
- Research methods and techniques.
- Data analysis methods.
- Mathematical and statistical principles.
- Grant applications and administration.
- Basic principles of municipal budget preparation and control.
- Principles of leadership, supervision, mentoring, training, and developing employees.
- Recordkeeping principles.
- Computers and related software applications.

Abilities (position requirements at entry):

Ability to:

- Apply federal, state, and local laws, rules, and regulations pertaining to recreation and museum management.
- Plan and manage compliance with reports, analysis, and regulations relating to recreation and museum management.
- Assess and prioritize situations under work pressure, exercise good judgment, and make sound decisions.

- Administer programs and projects within division, including those that take place after hours and on weekends.
- Set work priorities and work independently with minimal supervision.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions in support of goals.
- Compose appropriate recommendations and prepare clear and concise reports.
- Present accurate and reliable reports which contain findings, set direction, and offer recommendations to achieve desired goals and end results.
- Interpret and explain City policies and procedures.
- Apply and convey technical expertise.
- Provide presentations related to Recreation Division and Museum initiatives to City Council, service organizations, and other groups as requested.
- Comply with municipal budgeting practices.
- Select, supervise, mentor, train, and develop staff.
- Provide effective leadership and direction.
- Coordinate the work of personnel.
- Operate modern office equipment, including software and operating systems/applications.
- Maintain a neat and professional appearance.
- Follow written and verbal instructions and direction.
- Communicate effectively verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Routinely demonstrate the City of Casper core values.
- Follow all City safety rules and procedures and immediately respond to/investigate observations or employee reports of accidents/incidents or unsafe conditions.

Skills (position requirements at entry):

Skill in:

- Interpreting and applying applicable laws, rules, and regulations.
- Advanced principles of budgeting.
- Allocating limited resources in a cost-effective manner.
- Providing customer service.
- Technical writing.
- Mentoring and developing employees.
- Delegating and prioritizing work.
- Public speaking.
- Project management.
- Time management.
- Conflict resolution.
- Compiling, analyzing, organizing, and evaluating data and making appropriate recommendations based on findings.
- Operating in a courteous, knowledgeable, and tactful manner with customers, staff, user groups, and the general public.
- Oral and written communication, sufficient to exchange or convey effective information and to receive work direction.
- Operating modern office equipment, including computer software and operating systems/applications.
- Developing and implementing capital projects.

Training, Experience & Certifications

EDUCATION and EXPERIENCE

- High school diploma or equivalent (G.E.D.) required.

- Minimum of two (2) years of experience working as a supervisor.
- Minimum of three (3) years of increasingly responsible experience recreation program management or in the operation, maintenance, and construction of municipal recreation systems or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed below.
- Bachelor's Degree in recreation and park administration or a closely related field preferred.

LICENSING and CERTIFICATIONS

- Possession of a valid Wyoming driver's license preferred.
- Possession of, or ability to obtain, a Certified Parks and Recreation Professional or Certified Parks and Recreation Executive, within six (6) months of hire.

Supplemental Information & Physical Requirements

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment with the City of Casper is contingent upon a successful background screen and pre-employment drug test. Applicants who have failed a pre-employment screen or have been terminated from the City of Casper are ineligible for employment consideration for 12 months. You will become eligible for consideration 12 months from the date of your incident (pre-employment screen or termination).

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Physical and Environmental Conditions:

City of Casper employees in data creation and modification, security sensitive or safety and protective positions are subject to pre-employment drug testing. Some employees may be subject to random drug testing if their responsibilities include:

- Emergency response/rescue
- Handling or working with hazardous materials, including chemicals as well as solid and liquid waste
- Operating or maintaining water and wastewater systems
- Writing or modifying code, maintaining or modifying City data systems including work on networks, servers, and communication systems
- CDL operations and driving
- Operating power-driven machinery or equipment
- Creating or modifying health, financial, security, and or risk documents or assessments
- Working with or directing minors

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions. May include long periods of sitting, standing, or walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents in this position work primarily indoors. Exposure to traumatic events is possible. Incumbents may be required to drive to remote worksites to perform work. The position requires frequent standing, walking, sitting, typing, and customer contact, both by telephone and in person.

Agency

City of Casper

Address123 W 1st St
Suite 555 - Human Resources
Casper, Wyoming, 82601**Phone**(307)235-8344
(307)235-8421**Website**<http://www.casperwy.gov>**Recreation Manager (25) Supplemental Questionnaire*****QUESTION 1****Which of the following best describes your level of education?**

- Some High School
- High School Diploma or G.E.D.
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

QUESTION 2*How many years of increasingly responsible experience do you have in recreation program management or in the operation, maintenance, and construction of municipal recreation systems?**

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years to less than 5 years
- 5 years or more

QUESTION 3*Please describe (in detail) your experience and where you obtained the experience.*****QUESTION 4****How many years of experience do you have in a supervisor capacity?**

- None
- Less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years

- 4 years to less than 5 years
- 5 years or more

***QUESTION 5**

Describe (in detail) your supervisory experience. Please include specifics as to where you obtained your listed experience.

***QUESTION 6**

Outline the five lessons you have learned from the leaders you've worked with previously.

***QUESTION 7**

Do you currently possess a valid Wyoming driver's license?

- Yes
- No
- No, but I have the ability to obtain within 12 months of hire.

***QUESTION 8**

Do you currently possess a Certified Parks and Recreation Professional or Certified Parks and Recreation Executive certification?

- Yes
- No

* Required Question