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| Job Family | Sports and Recreation | Job Summary | Involves instructional or program activities related to recreation, leisure, and fitness in an accredited environment; provides first aid and emergency care as necessary, and responds to user / customer needs. | |
| Job Function | Recreation | | | |
| Category | Management | | | |

| Job Level | Manager 1 | Manager 2 | Manager 3 | Manager 4 |
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| Job Title | Recreation Manager 1 | Recreation Manager 2 | | |
| Job Code | 0329 | 6062 | | |
| Tracking Code | A0632 | A1405 | | |
| Per. Program | MSP | MSP | MSP | MSP |
| FLSA | Exempt | Exempt | Exempt | Exempt |
| Generic Scope | Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets. | Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact. | Oversees through subordinate managers one or more large, complex departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets. | Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with systemwide objectives and initiatives. |
| Custom Scope | Directs the operation of large recreational activities and programs such as sports club programs or fitness operations. Develops, manages, and controls budgets and resources. Formulates policies and procedures for recreational program activities. Manages all recreation program staff. | Overall responsibility for the direction and oversight of all recreation program staff, programs, facilities and activities. Responsible for leadership, strategic planning, implementation and management of all campus recreation programs. Responsible for oversight of all recreation facilities and staff. | | |
| Key Resp 01 | Develops and manages program and operational budgets for recreational programs. | Responsible for development, implementation and oversight of department budget. Prepares budget and income projections. Provides strategic direction and establishes short- and long-term planning and goals. | | |
| Key Resp 02 | Provides risk management oversight for recreational operations and creates / implements procedures to ensure the safety of participants and employees. | Develops programs and collaborates with other senior managers to support strategic wellness and risk management programs. Develops and oversees comprehensive risk management policies | | |

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| | | and procedures for department. | | |
| Key Resp 03 | Researches and requests grants. | Reviews and executes contract agreements. | | |
| Key Resp 04 | Creates and implements recreational program policies and procedures. | Develops, implements and oversees all programmatic or department policies for departmental programs and services. Ensures adherence to all university, department, and recreational sports best practices, policies and procedures. | | |
| Key Resp 05 | Ensures safety guidelines are adhered to. | Coordinates compliance programs, student services and information systems units. | | |
| Key Resp 06 | Manages and evaluates performance of recreation instructors and support staff. | Manages and evaluates performance of recreation instructors and support staff. | | |
| Key Resp 07 | Develops and implements public relations and promotional programs. | Represents department in public relations activities as authorized. | | |
| Key Resp 08 | Coordinates recreational activities with other campuses and outside agencies. | Represents department on campus and external recreational committees. | | |
| Key Resp 09 | Oversees collection of fees and other program revenue. | Coordinates education programs for boosters and departmental staff. | | |
| Key Resp 10 | Manages fundraising activities. | Oversees department fundraising activities. | | |
| Key Resp 11 | | | | |
| Key Resp 12 | | | | |
| Key Resp 13 | | | | |
| Key Resp 14 | | | | |
| Key Resp 15 | | | | |
| Education 1 | Bachelor's degree in related area and / or equivalent experience / training. | Bachelor's degree in related area and / or equivalent experience / training with a college-level program. | | |
| Education 2 | | | | |
| Education 3 | | | | |
| Education 4 | | | | |
| License 1 | | | | |
| License 2 | | | | |
| License 3 | | | | |

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| License 4 | | | | |
| Cert 1 | Red Cross CPR required. | Red Cross CPR required. | | |
| Cert 2 | Standard First Aid Training Certification required. | Standard First Aid Training Certification required. | | |
| Cert 3 | | | | |
| Cert 4 | | | | |
| Spec Cond 1 | Ability to successfully pass FBI and DOJ criminal check. | Ability to successfully pass FBI and DOJ criminal check. | | |
| Spec Cond 2 | | | | |
| Spec Cond 3 | | | | |
| Spec Cond 4 | | | | |
| KSA 01 | Knowledge of program activity and industry best practices. | Advanced knowledge of applicable rules and standards of recreational programs as well as other associations and agencies to which the campus adheres. Advanced knowledge of the recreational program function and areas of operation. | | |
| KSA 02 | Demonstrated leadership and interpersonal skills and the ability to work effectively across the organization, internally and externally. | Strong leadership abilities and interpersonal skills to work effectively with a diverse client and peer group. Ability to work effectively, across all organization levels, internally and externally. Strong knowledge of program activity and industry best practices. | | |
| KSA 03 | Skills to deliver highly effective service orientation, program management, and make sound judgments decisions; able to use critical thinking skills to develop original and creative problem solving ideas in a varied and challenging environment. | Advanced skills to deliver highly effective service orientation, high-level program management, and make sound judgments decisions; uses advanced critical thinking skills to develop original and creative problem solving ideas in a varied and challenging environment. | | |
| KSA 04 | Demonstrated fiscal management abilities. | Advanced fiscal management, contract negotiation and planning abilities. | | |
| KSA 05 | Client service minded entrepreneurial spirit and creative thinking skills. | Advanced client service minded entrepreneurial spirit and creative thinking skills. | | |
| KSA 06 | Highly effective verbal and written communication skills. | Advanced verbal and written communication skills. Advanced ability to represent university programs with the media and public as necessary. | | |
| KSA 07 | Knowledge of campus policies and procedures. | Knowledge of campus policies and procedures. | | |

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|---------------|--------------------------------------------------|--------------------------------------------------|-----------|-----------|
| KSA 08 | | | | |
| KSA 09 | | | | |
| KSA 10 | | | | |
| KSA 11 | | | | |
| KSA 12 | | | | |
| KSA 13 | | | | |
| KSA 14 | | | | |
| KSA 15 | | | | |
| Environment | Recreational and sports facilities and settings. | Recreational and sports facilities and settings. | | |
| Career Path 1 | Recreation Manager 2 | Career Path open | | |
| Career Path 2 | | | | |
| Career Path 3 | | | | |
| Career Path 4 | | | | |
| Career Path 5 | | | | |
| Career Path 6 | | | | |