



TOWN OF ROSS

Invites applications for

Recreation Manager



About Ross

Ross is located in the heart of the Ross Valley in Marin County, approximately 12 miles from the Golden Gate Bridge and 6 miles from the Richmond-San Rafael Bridge. It is primarily a single family residential community of approximately 2,530 residents. Our town center includes the wonderful Ross Common, the nationally renowned Ross School and the charming small, Ross commercial area.



Compensation and Benefits

- Salary \$95,940 - \$111,060 DOQ
- CalPERS Retirement 2% at 60 for Classic employees; 2% at 62 for those new to CalPERS
- Medical paid to family Kaiser rate
- Dental Insurance
- Vacation, Administrative, Sick Leave
- Long Term Disability & Life Ins.
- 13 Paid Holidays
- Flexible work schedule upon agreement with the Town Manager
- Town participates in Social Security

The Town of Ross is seeking a full-time Recreation Manager. This position will plan, organize and manage the operations and activities of the Recreation Department, including youth and adult services and communitywide special events.

Ideal Candidate

Reporting directly to the Town Manager, the Recreation Manager will have experience in planning, organizing, coordinating, developing, implementing, promoting, and evaluating recreation activities and programs. This includes the development, administration, and control of the budget(s) and department processes, policies and procedures. This position requires a truly outstanding individual who aspires to excellence in customer service, has exceptional interpersonal and communication skills, is a committed team player, and who can lead the Recreation Department in serving the Ross community.

A Bachelor's Degree from an accredited college or university with major course work in recreation administration, business or public administration, and three (3) years of supervisory or administrative experience in recreation management that has included program planning, development and administration.

Essential Job Duties *(not limited to the following)*

- Assume management responsibility for all activities of the Recreation Department, such as events and activities for youth, teens, preschool and adults; community events; field and facility rentals; contract classes and/or other recreation programs involving the supervision of group instructors, contractors and leaders.
- Manage the development and implementation of the department's goals, objectives, policies, procedures, priorities and work standards; recommend and administer approved policies and procedures.
- Evaluate and make recommendations on the efficiency and effectiveness of service delivery methods and procedures.
- Plan, direct, coordinate, and review the work plan for assigned staff and special events, procedures to ensure safe work practices, work quality, and accuracy and to ensure compliance to applicable rules, policies, and procedures.



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How to Apply

Qualified applicants are invited to apply by submitting the following:

- Cover letter
- Resume
- Town of Ross Employment Application found at <https://www.townofross.org/hr>

Submit application materials to llopez@townofross.org.

Deadline to apply: Nov. 18, 2022
Interviews will take place
November 28-29, 2022

Town of Ross
Attn: Human Resources
P.O. Box 320, Ross, CA 94957

The Town of Ross is an equal



- Recruit, select, train, supervise, motivate, and evaluate assigned personnel; provide or coordinate staff training; monitor work activities to ensure compliance with policies and procedures; set performance standards and evaluate performance; work with employees to correct deficiencies; and implement discipline and termination procedures, as necessary.
- Review and evaluate the effectiveness of programs being offered by the Town; develop and present recommendations for program additions, deletions, and revisions.
- Participate in the development and administration of the department's annual revenue and expense budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures.
- Basic bookkeeping and accounting principles and practices.
- Effectively represent the department to community groups and various professional, recreational, educational, and governmental organizations.

Knowledge & Abilities

- Methods, techniques, principles, and procedures related to planning and coordinating recreational programs, townwide special events, community engagement programs, and marketing.
- Principles of supervision, training, performance evaluation, and safety management.
- Administrative principles and practices, including goal setting, program development and implementation.
- Principles and practices of budget development, administration and accountability.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Communicate clearly and concisely, both orally and in writing; prepare and deliver effective oral presentations.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Work occasional evening, weekend, and some holidays to support programs and events.
- Must possess or obtain First Aid and CPR certifications.