



Staff Report

Date: January 9, 2014

To: Mayor P. Beach Kuhl and Council Members

From: Rob Braulik, Town Manager

Subject: Council approval of Recreation Manager job description and salary range, and authorizing the Town Manager to hire a consultant to recruit for position

Recommendation

Town Council by motion approve the Recreation Manager job description and salary range, and Council approval by motion authorizing the Town Manager to hire a consultant with public sector recruiting expertise to recruit the filling of this position.

Background and discussion

On November 21st the Council discussed recreation services as currently provided by the Ross Parks and Recreation Committee (RPRC), reviewed an independent professional consultant report dated November 21, 2013 analyzing recreation services, and the Council deliberated on a recommended organizational structure between the Town and RPRC. This deliberation included review of three principal options. After significant discussion and public input the Council directed staff to move forward with actions to incorporate current RPRC operations as a Town operating department.

Staff subsequently held discussions with the Town Attorney (TA) regarding the necessary legal and other steps to implement this Council policy guidance. Meanwhile, on December 19th a communication went out from the current RPRC Committee Recreation Director she had decided to no longer serve as the Recreation Director effective January 10th, 2014. The RPRC Vice Chair, the Council Ad Hoc Committee and staff then discussed interim transition measures. At the conclusion of this discussion, the RPRC Vice Chair indicated the current Assistant Director may take on day-to-day oversight of recreation operations on an interim basis. As the Council is aware the Town has not yet formally passed any resolutions rescinding the current organizational arrangement between the Town and RPRC. Until this is done, the staff and others (e.g., independent contractors, seasonal, volunteers etc.) report to the RPRC.

The TA has indicated the Council will need to approve the positions including the salary ranges for the staff and others that will be part of the new Town Recreation Department. Staff is in the process of getting this work done. Staff has completed the Recreation Manager job description and salary range first as this is the initial position to be filled.

This position is proposed to be three quarter time or 1,560 hours annually. The salary range proposed is higher than proposed in the November 21, 2013 consultant report. Staff spoke to public agency recruiters. They indicated the range proposed would be challenging due to Marin County geographic constraints, namely the high cost of rental and owner occupied housing. The likely potential pool of candidates is Marin County public agencies. Most Marin County agencies provide CalPERS benefits for existing Misc employees at 2% at 55. Ross, like many of these other Marin agencies has created second Misc retirement tiers (e.g., 2% @ 60). This may make it a challenge to get local applicants to apply given the lower tier benefit. Also the new Public Employee Pension Retirement Act ("PEPRA") has had an impact on public sector recruitments. The new CalPERS PEPRA plan offers less benefit and more costs to plan participants. And Ross unlike most public agencies participates in Social Security which reduces the net comp for employees. It was also suggested we include a relocation expense allowance of between five and seven and half thousand (\$5,000 - \$7,500). For these reasons, staff is recommending the higher salary range including the relocation allowance if needed to secure a candidate from outside the area. Also staff recommends the Town utilize a consultant with public sector recruiting expertise to recruit for this position. This will enable us to get qualified candidates and help expedite filling this position.

Fiscal, resource and timeline impacts

The position will include CalPERS pension and health care benefits. The pension benefit will depend on whether the person selected is an existing CalPERS participant or outside the system. The recruitment costs are estimated at twenty-five thousand (\$25,000). The costs for this will come from the General Fund and be reimbursed by RPRC funds once the Town takes control of said funds.

Alternative actions

The Council may modify the description and salary range as proposed.

Environmental review (if applicable)

N/A

Attachments

- Recreation Manager Job Description



Recreation Manager

Salary Range

\$38.46 - \$51.28 Hourly
\$5,000 - \$6,666.66 Monthly
\$60,000 - \$80,000 Annually
(1,560 hours/year)

Description

Under direction, plans, organizes, coordinates, develops, implements, promotes, and evaluates recreation activities and programs for all ages; assists with various departmental issues, policies, programs, problems and directs major Town-wide recreation programs and activities as needed and performs related work as assigned.

Distinguishing characteristics

This position has responsibility for the administration of assigned recreation programs and services. Incumbents are responsible for developing goals and objectives, supervising staff, administering program budgets and directing day-to-day operations.

Supervision received and exercised

Direction is provided by the Town Manager. Responsibilities include the direct and indirect supervision over supervisory permanent, temporary, seasonal, independent contractors, volunteers and support staff.

Typical tasks

Duties may include, but are not limited to the following:

Assist in the development and implementation of goals, objectives, policies, and promotions for recreation programs

- Exercise direct supervision over all assigned staff including permanent, temporary, seasonal staff, independent contractors, volunteers, and other assigned staff
- Lead the effort and assist in recruiting temporary, part-time, or seasonal staff as required
- Train, supervise, evaluate, and resolve personnel problems of assigned staff
- Develop recreation staff work schedules and maintain time records
- Recommend and assist in implementation of departmental goals and objectives; implement approved policies and procedures

- Oversee development, publication, and distribution of Recreation Activities Guides and related documents
- Participate in preparing and administering program budget; submit budget recommendations; monitor expenditures
- Perform research and conduct surveys regarding recreation services, program best practices, and other departmental services and programs
- Manage and oversee the use and operation of recreation offices; including programming
- Develop, update, oversee, and monitor events and including permits, policies, and procedures as they pertain to departmental activities
- Develop new activities and programs and improve existing activities and programs meeting community recreation needs
- Research and identify alternative funding sources; solicit and receive donations
- Participate in fund-raising events; prepare grant proposals, as necessary
- Supervise and participate in program development, advertisement, registration, and implementation of recreation programs
- Oversee the development of Recreation Activities Guides
- Respond to citizen concerns and requests
- Notify Town maintenance staff of maintenance required on facilities, equipment, or materials
- Recommend fees and charges to the town manager
- Attend Recreation Committee Advisory Committee meetings and other community/departmental meetings as requested
- Prepare clear and comprehensive reports as required
- Perform research and conduct surveys regarding recreation issues
- Answer telephone, assist, and register customers in the Recreation Services department office as needed
- Perform related duties as assigned

Knowledge of:

- Principles, practices and methods used in public recreation administration
- Recreation activities suitable for children, adults, and seniors
- Procurement practices related to recreation and supplies
- Marketing theories, principles, and practices and their application to a wide variety of recreation services
- Recreation and office related software packages
- Practices of training and supervision
- Budget preparation control
- Principles and practices of customer service
- Practices and principles of first aid and CPR lifesaving

Ability to

- Supervise and operate a variety of recreation programs
- Communicate clearly and concisely, both orally and in writing
- Develop and implement community recreational programs and analyze use, satisfaction, popularity, and effectiveness
- Supervise and instruct individuals and groups in recreation activities
- Establish and maintain effective working relationships with those contacted in the course of work

- Interpret community demand for recreation programs
- Deal effectively with others encountered in the course of work

Qualifications

Education

A Bachelor's degree from an accredited college or university with major work in recreation administration, public administration, business administration, leisure services, or related field. A Master's Degree in Public Administration, Recreation Administration, or related field is desirable.

Experience

Five years of increasingly responsible experience in recreation program development and implementation, including at least one year experience in staff supervision. Work experience with youth, adult, fitness and other recreation programs, including athletic leagues is essential. Excellent oral and written communication skills are required.

License requirement

Possession of a valid California Class "C" Driver License is required at the time of appointment

FLSA Exempt

Adopted | January 9, 2014
Revised | N/A
Title Change | N/A
Maintenance Update | N/A
Abolished | N/A
Class Code | TBD