

*City of Brisbane*  
*Agenda Report*

To: City Council via City Manager

From: Maria Saguisag-Sid  
Principal Analyst

Subject: Approval of Resolutions 2014-48 and 2014-49, Adding the New Job Classification of Recreation Manager to Class Specification Manual and to the Mid-Management/ Professional Employees Group's Memorandum of Understanding and Pay Scale

Date: Meeting of December 18, 2014

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**Purpose:** To ensure the City is able to meet the needs of the community with the appropriate staff resources.

**Recommendation:** Adopt resolutions 2014-48 and 2014-49

**Background and Discussion:** During the recent recession (2008-2013), the City reduced staffing in a number of areas. One of these areas was the Parks and Recreation Department's administration and program management. Prior to the recession the department's staffing included four recreation specific professionals. These were the Department Director and three supervisors who were responsible for running the day to day programs of the department which include after school child care, camps for elementary aged children when school is not in session, after school sports programs for both the elementary and middle schools, classes and programs for all age levels, operating the senior center, running a year round pool, renting out sports fields and the City's Community Centers, running special events, and interacting with the non-profits in the community. After the recession the department was reduced to two full-time recreational professionals (2 supervisors) and one part-time Director (Deputy City Manager) who had other responsibilities within the City including the managing the Finance, Human Resources, Informational Technology Departments, responsibility for community communications, Open Space and Ecology Committee, working with the Chamber and the City Manager on economic development, and specifically for the development of the budget and any capital project financing within the City. This reduction in staff has saved the City approximately \$280,000 a year.

The amount of time spent interacting with the community and developing new programs has not been up to the standard expected by the community. The creation of a Recreation Manager will allow the Deputy City Manager to concentrate on a limited number of areas of the Department while providing for a higher level of public outreach and creation of new programming sought by the community.

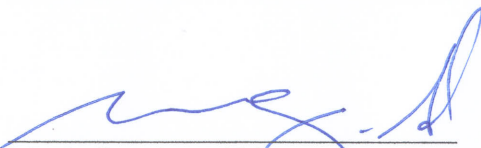
- **Recreation Manager:** This is a new position that will report to the Deputy City Manager/ Administrative Service Director and oversee the Recreation Department by focusing on administering, promoting, organizing, and marketing comprehensive recreation programs and community services. The Recreation Manager will review our current level of services, special events and facilities and will make recommendations to the Director to enable improvements of service delivery. We hope to recruit a seasoned individual that has experience in marketing recreation programs and in working directly with the community to build positive partnerships.

As staff continues to review various departments staffing needs, we will evaluate the need to improve the classification system to accommodate the ongoing changes to the organizational structure.

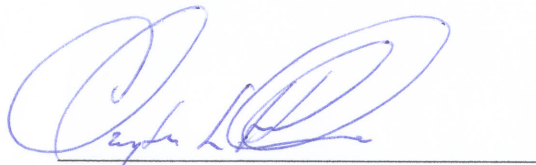
This plan was reviewed the City Council's budget and finance subcommittee who agreed with the staff recommendation to propose the new position at the mid-year.

**Fiscal Impact:** The cost of this position was not included in the budget at the beginning of the fiscal year. It is anticipated the cost will be about \$30,000 for a third of the year, as we anticipate filling the position by mid to late March should we receive approval to hire. The City is experiencing strong positive revenues in Sales Tax and Transient Occupancy Tax. Sales Tax is expected to be about \$500,000 higher than budgeted and Transient Occupancy Tax will be about \$100,000 - \$200,000 higher than budgeted. The expenditure of \$30,000 will be offset by increased revenues this year and the full year cost will be included in the 2015/16 budget.

**Attachments:** Resolutions 2014-48 and 2014-49



Maria Saguisag-Sid  
Principal Analyst



Clay Holstine  
City Manager



**RESOLUTION 2014-48**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISBANE AMENDING RESOLUTION  
2001-11 TO INCLUDE THE CLASSIFICATION OF  
RECREATION MANAGER  
IN THE CLASS SPECIFICATION MANUAL**

**WHEREAS**, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

**WHEREAS**, the City Manager has established the need for the new classification of Recreation Manager; and

**WHEREAS**, the class description for Recreation Manager was developed in cooperation with and has been approved by the City Manager; and

**WHEREAS**, this newly developed class description for Recreation Manager meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the class description for the classification of Recreation Manager in Exhibit "A" is approved for inclusion in the Class Specification Manual.

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TERRY O'CONNELL  
Mayor

I hereby certify that the foregoing Resolution No 2014-48 was duly and regularly adopted at a regular meeting of the Brisbane City Council on December 18, 2014, by the following vote:

AYES:  
NOES:  
ABSENT:

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SHERI MARIE SPEDIACCI  
City Clerk

**RESOLUTION 2014-48**  
**EXHIBIT "A"**  
**CITY OF BRISBANE**  
**RECREATION MANAGER**

**Definition**

Under general direction of the Deputy City Manager/Administrative Services Director, the Recreation Manager performs responsible professional and technical work in administering, promoting, organizing, and marketing comprehensive recreation programs and community services; supervises directly or through subordinate levels of supervision all work units of the department on a day to day basis; prepare and monitor department budget; provides administrative direction and oversight to various community recreational, cultural, athletic, aquatic, and social programs; ensures a variety of programs are available to the community; supervises, evaluates and trains recreation staff; coordinate assigned recreation activities with other departments; outside agencies; contractors and the general public; may staff one or more citizen advisory committee or commission; and performs other related duties as required.

**Class Characteristics**

This is an experienced recreation class which requires exercising independent judgment and initiative in prioritizing, scheduling, assigning and coordinating work. This position also requires knowledge of the provision of recreation and related services to a variety of age groups, the ability to organize and oversee the work of staff and/or volunteers, a strong customer-service orientation and the skill to relate to a variety of individuals, families and groups from various socio-economic backgrounds. This class is distinguished by its core responsibility for managing all programs, activities and facilities within the recreation department, in addition to administrative support for the department head. General direction will be received from the Deputy City Manager/Administrative Services Director. Incumbent will supervise other levels of recreation department's staff.

**Examples of Duties** (Illustrative Only)

- Plan, direct and supervise either directly or through subordinate levels of supervision the work of staff within the Recreation Department.
- Review work and program needs, schedule personnel, facilities and equipment in accordance with job requirements.
- Evaluate work progress, resolve work problems and determine additional needs on an on-going basis.
- Implement, direct and supervise special events and/or special projects as assigned.
- Plan, supervise and evaluate the work of independent and/or general contractors as assigned.
- Prepare department budget for review by Deputy City Manager/Administrative Services Director
- Coordinate assigned functions and programs with other City departments as well as outside agencies, including local school districts.
- Create and implement marketing plans for various recreation programs and events.
- Collect, complete, analyze and maintain a variety of records, reports, contracts, agreements and policy manuals pertaining to various department functions and programs.
- Implement principles and practices of program administration including budgeting, purchasing and personnel management.
- Oversee, coordinate and implement safe work procedures for assigned work units or division.



- Prepare and present staff reports for the City Council and the Parks and Recreation Commission.
- Provides high-level staff support to various City Council subcommittees and appointed citizen committees.
- Maintain communication and effective working relationships with family members of children, teens, seniors, other program participants and community groups.
- Works closely with representatives of other public and private organizations, including educational and community groups.
- Respond and resolve inquiries and concerns from the general public, including ones received from correspondence, meetings as well as in person and email.
- Performs related duties and responsibilities as required.

### **Qualifications**

#### **Knowledge of:**

- Principles, practices and service delivery needs related to recreation and community services.
- Principles and practices of recreation program development, implementation, review and evaluation.
- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review and training.
- Applicable regulations and rules related to the program areas and facilities.
- Standard office practices and procedures, including record keeping, business mathematics and basic computer applications related to the work.
- Safety principles and practices, including first aid and adult and child cardiopulmonary resuscitation.
- Techniques for effectively dealing with individuals of various ages and from various socio-economic groups.
- Basic practices of program budgeting.

#### **Skill in:**

- Planning, supervising, coordinating, reviewing and evaluating a variety of recreation, childcare, teen, sports, aquatic, senior and related programs.
- Planning, scheduling, assigning, directing and reviewing the work of staff and volunteers.
- Interpreting, applying and explaining policies, procedures and regulations.
- Handling medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Maintaining facilities and equipment in a clean, safe and secure manner.
- Recommending and administering program and projects budgets after approval.
- Exercising sound independent judgment within general procedural guidelines.
- Maintaining accurate program records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Establishing and maintaining effective relationships with those contacted in the course of the work.
- Reviewing organizational and administrative problems to recommend and implement an effective course of action.
- Communicating clearly, effectively and diplomatically, orally and in writing.

#### **Education and Experience:**

Equivalent to graduation from a four year college or university with major course work in recreation administration, business or public administration, or a field related to recreation. Five years of increasingly responsible recreation, leisure and/or human services experience, with at least two years of

supervisory or administrative experience in recreation management. Possession of an advanced degree is desirable.

**Licenses and Certifications:**

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess or obtain first aid and CPR certificates prior to completion of probation.

**Working Conditions:**

Must be willing to work off-shift and weekend hours, depending upon the program or project to which assigned. Must be fingerprinted for submission to the California Department of Justice in order to work with children.

**Physical Demands:**

Must possess mobility to use standard recreation/office equipment, including a computer; strength to lift and carry office and recreation materials weighing up to 35 pounds and to reach and stoop to participate in recreational activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.



**RESOLUTION 2014-49**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISBANE AMENDING RESOLUTION 2013-45,  
THE MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITY OF BRISBANE AND  
THE MID-MANAGEMENT/PROFESSIONAL EMPLOYEES GROUP,  
BY ADDING THE CLASSIFICATION OF  
RECREATION MANAGER**

**WHEREAS**, on December 19, 2013, the City Council approved Resolution 2013-45 concerning the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group; and

**WHEREAS**, since the adoption of Resolution 2013-45 the City Manager has established the need for the classification of Recreation Manager on a regular, full-time basis; and

**WHEREAS**, the City Council has previously adopted Resolution 2014-48 approving the class description for Recreation Manager and including said class description in the Class Specification Manual as required by Rule 6.02b of the City of Brisbane Personnel Rules and Regulations; and

**WHEREAS**, the City Manager has previously reviewed the class description and has now determined that this classification, when filled on a regular, fulltime basis, shares a community of interest with those employees in the Mid-Management/Professional Employees Group; and

**WHEREAS**, the Principal Analyst, on behalf of the City Manager, has notified representative of the Mid-Management/Professional Employees Group and discussed this amendment to the Mid-Management/Professional Employees Group's Memorandum of Understanding;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group as adopted by Resolution 2013-45 be amended as follows:

1. Article 2, Recognition, of the Memorandum of Understanding is amended to include the classification of Recreation Manager and
2. The pay scales, Exhibit A, to the Memorandum of Understanding with the Mid-Management/Professional Employees Group are amended to include the following salary range for the classification of Recreation Manager:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Monthly	7,887.66	8,282.04	8,696.15	9,130.95	9,587.50
Bi-weekly	3,640.46	3,822.48	4,013.61	4,214.29	4,425.00
Hourly	45.51	47.78	50.17	52.68	55.31

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TERRY O'CONNELL  
Mayor

I hereby certify that the foregoing Resolution 2014-49 was duly and regularly adopted at a regular meeting of the Brisbane City Council on December 18, 2014, by the following vote:

AYES:

NOES:

ABSENT:

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SHERI MARIE SPEDIACCI  
City Clerk