

RESOLUTION NO. 23/2021

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA
APPROVING THE POSITION CLASSIFICATION AND JOB DESCRIPTION OF
RECREATION PROGRAM MANAGER, ESTABLISHING A SALARY RANGE FOR THE
NEW POSITION AND AMENDING COMPENSATION SCHEDULE C – MID
MANAGEMENT EMPLOYEES**

WHEREAS, a classification plan is considered a foundation for a sound personnel management system; and

WHEREAS, it is necessary to create position classifications to identify job responsibilities assigned and experience required; and

WHEREAS, on September 16, 1997, the Town Council accepted, and on October 21, 1997, the Town Council adopted the present Classification Plan, as since amended, and the present Classification Specifications/Job Descriptions, as since amended; and

WHEREAS, it is necessary to (1) Approve the Position Classification and Job Description of Recreation Program Manager and designate this position as a Full Time Employee; and (2) Establish a salary range for the new position in Compensation Schedule C – Mid-Management Employees.

NOW, THEREFORE BE IT RESOLVED, that the Town Council does hereby Approve the Position Classification and Job Description of Recreation Program Manager attached hereto as Exhibit A and incorporated herein by reference as though fully set forth; and

IT IS FURTHER RESOLVED, that the Town Council does hereby establish the salary range for the new position of Senior Accountant at \$7,056 to \$8,577 per month as shown in Amended Compensation Schedule C – Mid-Management Employees attached hereto as Exhibit B, and incorporated herein by reference as though fully set forth.

I hereby certify that the foregoing is a full, true and correct copy of Resolution No. 23/2021 duly passed and adopted by the Town Council of the Town of Corte Madera, at a meeting thereof duly held on the 18th day of May, 2021, by the following vote:

AYES, and in favor thereof, Councilmembers: Beckman, Casissa, Lee, Mongan, Ravasio
NOES, Councilmembers: - None -
ABSENT, Councilmembers: - None -

Approved:



Eli Beckman, Mayor

ATTEST:


Rebecca Vaughn, Town Clerk

EXHIBIT A

Classification and Job Description for Recreation Program Manager

TOWN OF CORTE MADERA
RECREATION PROGRAM MANAGER

DEFINITION

To lead and manage the activities and operations of the Parks and Recreation Department including park planning, recreation programs, education coordination, and assist with capital improvement projects and budget preparation; to assist with the administration of day to day operations of the Parks and Recreation Department; to coordinate assigned activities with other Town Departments and outside agencies; and to provide highly responsible and complex administrative and management support to the Director of Parks and Recreation, and to represent the Department in the absence of the Director.

This class is an "at will" class. Persons occupying this class can be discharged without cause.

DISTINGUISHING CHARACTERISTICS

This is a division management level classification within the Parks and Recreation Department. Incumbents exercise considerable independent judgment in the management of daily operations of assigned divisions, including facility planning, community outreach, recreation program planning and development, and capital asset management activities.

This class is distinguished from Recreation Supervisor level by its overall responsibility for the administration of assigned programs, facilities, operations, capital improvement projects, partnership development and agreement oversight and participation in the planning, development, and implementation of department initiatives.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Parks and Recreation Director.
- Exercises supervision over full-time programming staff, as well as contractors, part-time professional and specialty staff, and partnerships.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(Depending on assignment, may include but are not limited to, the following)

- Plan, prioritize, organize and evaluate the programs and activities of the Parks and Recreation Department including preschool and recreational childcare, camps, special events, children, youth, adult and athletic programs, special interest and enrichment programs, and programs and classes for active older adults.
- Lead the administration and management of the Department's registration software system. Utilize and administer current and emerging technology and software to manage program activities such as registration, lesson plans, program information, marketing, service level and patron satisfaction surveys, and other program record keeping activities. Serve as Department representative for training and support related to technology and software systems.
- Plan, prioritize, assign, supervise and review the work of staff responsible for recreation programs, projects and facilities; direct staff responsible for program content; provide leadership and support for program staff; select, train, motivate, and evaluate clerical staff and contract instructors; approve work schedules; assign duties and tasks.
- Plan, coordinate and implement special events; schedule activities and programs; evaluate operations and activities of assigned responsibility areas; recommend improvements and modifications.
- Monitor daily transactions; track and report receivables, payables, deferred revenues and deposit refunds.

- Supervise and manage personnel including training, evaluation, discipline, recommendations for hire, mentoring, goal setting, delegating tasks and other issues involving personnel.
- Review the design, preparation, and distribution of Department publicity including activity guides/brochures, press releases, flyers and printed materials
- Develop and review staff reports related to the Department; present reports to the Parks and Recreation Commission, Town Council and other commissions, committees and boards, and community groups.
- Negotiate and monitor service contracts.
- Prepare and submit instructor payroll; balance revenues and costs; monitor for compliance with the cost recovery model; meet with Finance Department staff to reconcile revenues/costs and prepare quarterly reports for money transfers.
- Maintain logs, files and other record keeping systems; gather and monitor information and prepare and present periodic statistical, financial, and operational reports.
- Provide complex administrative and management support to the Director; assist with special projects as assigned; prepare complex and sensitive reports for State and Federal regulatory agencies.
- Maintain and facilitate public relations and cooperative working relationships with schools, local organizations and the general public; provide educational presentations to groups.
- Participate in the development and implementation of Department's goals, objectives, policies, and priorities; ensure compliance with policies and procedures for programs, services and facilities; participate in the development and implementation of the Department master plan and cost recovery model.
- Assist with preparing the Department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Participate in the development and planning of Capital Improvement Projects for the Department.
- Attend and participate in community meetings; participate in joint City/Community projects.
- Attend meetings, trainings, workshops, seminars and conferences; serve on boards and committees.
- As needed, assist the public at the front counter and on the phone; answer questions and provide information to the public; receive and review registration applications for completeness, register participants; take reservations for building use; participate in developing office procedures; train staff in any software used to carry out departmental programs.
- Build and maintain positive working relationships with co-workers, other Town employees, contractors, and the public using principles of good customer service.
- Respond to and resolve difficult, complex and sensitive patron complaints and inquiries.
- Perform duties as a Disaster Service Worker as needed per California State law.
- Perform other related duties as assigned.
- Serve as Director in the absence of the Director.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Current Principles and practices of Parks and Recreation program development and administration.
- Procedures for planning, implementing and maintaining a variety of Parks and Recreation activities and programs.

- Principles and practices of budget preparation and administration and office operations.
- Principles of supervision and leadership, training and performance evaluation; principle of employee management, training and discipline.
- Current trends, practices, and recent developments related to Parks and Recreation program development, implementation and administration and related resources available to keep up-to-date. Including guidelines, regulations and standard safety practices for age appropriate recreation activities.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Public outreach and marketing methods, including the use of social media, for recreation programs and community services.
- Recreation facilities capital improvement processes.
- Pertinent State, Federal and local laws, codes, regulations and ordinances. Principles and practices of organization, administration and personnel management. Principles and practices of budget preparation and administration. Including mandated reporting and working with minors under the age of 18.
- Principles, practices, methods, of needs assessment and program evaluation.
- Statistical research methods as applied to evaluation of recreation programs.
- Corte Madera Parks and Recreation and Town of Corte Madera policies and procedures as they relate to recreation programs and services, workplace safety, and employee conduct.
- Service needs and issues and general culture of the Corte Madera community.
- Administrative principles and practices of recreation programs and services, including program planning and evaluation techniques and the budget development and implementation process.
- Thorough knowledge of the practices and techniques of administrative and financial record keeping, data analysis and report preparation.
- Principles and practices of positive customer service and public relations.
- Computer hardware and software programs such as Microsoft Office Suite, general modern office equipment, and other electronic devices and systems used in recreational programming and service delivery.

Skill and Ability To:

- Assess community needs and design, develop and implement Parks and Recreation and facilities suited to the needs of the community.
- Interpret and apply Town and Department policies, procedures, rules and regulations.
- Ensure program compliance with State, Federal and local rules, laws and regulations.
- Identify, coordinate, and resolve a variety of Parks and Recreation activities and issues.
- Analyze information logically and creatively to identify problems, drawing valid conclusions and developing effective solutions to operational and customer service problems.
- Prepare and analyze Parks and Recreation program administration reports, statements and correspondence.
- Perform accurate data entry and records maintenance and generate statistical reports.
- Establish productive relationships with community organizations and business partners.
- Communicate in a clear and concise manner, orally, in writing and in public.
- Work effectively in multi-discipline and with inter-department work teams.
- Select, Supervise, train and evaluate assigned staff.
- Make effective presentations to groups and representing the Corte Madera Parks and Recreation program to the public and among professional colleagues.
- Demonstrate initiative and sound judgment necessary to make responsible decisions, especially when coordinating or leading recreation programs and activities.
- Develop, plan and implement short and long-range goals.

- Provide leadership in establishing effective working processes, relationships and communication, ensuring high productivity and quality public service.
- Organize and manage complex projects and competing priorities simultaneously.
- Serve as a Disaster Service Worker as needed in emergencies per California State law.

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office equipment.*

Experience and Training Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree in recreation administration, leisure services, physical education, education, business administration, public administration or a related field is highly desirable.

Experience:

Six or more years of increasingly responsible experience in Parks and Recreation performing duties similar to those of a Recreation Program Manager in the Town of Corte Madera, including four years of supervisory or management responsibility.

License or Certification:

- Possession of, or ability to obtain, valid certificates for Cardiopulmonary Resuscitation (CPR) Certificate, First Aid, and Automated External Defibrillator (AED) as issued by an organization such as the American Red Cross. Certificates must be obtained within two months of appointment and maintained for the duration of employment.
- Possession of a valid California class C driver license upon appointment.
- Ability to meet legislative and regulatory requirements relative to working with minors under the age of 18 in California.

PHYSICAL WORKING CONDITIONS:

Work is mostly in an office environment utilizing computers. Occasional attendance at night and weekend meetings and events is required. Duties require positions to, on a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Position requires regular periods of intermittent to prolonged sitting, standing, walking, running, kneeling, crouching, stooping, and squatting, in the performance of daily activities.

- Work is performed in an indoors and outdoors environment with exposure to dust and/or other allergens, noise, weather, uneven surfaces and terrain and confining workspaces.
- Position requires the gripping of recreational equipment and office tools, repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds.
- Must be able to travel to different work sites and locations.
- Must be able to work flexible hours, including evenings and weekends.

Effective Date: 5/18/2021

Council Approval: Resolution No. 23/2021

EXHIBIT B

Amendment To Compensation Schedule C –
Mid-Management Employees 2020-2021

COMPENSATION SCHEDULE C - MID-MANAGEMENT

EMPLOYEES

2020-2021

	A	B	C	D	E	F	G
1							
2	Position		Steps				
3			Min	2	Midpoint	4	Max
4							
5	Senior Civil Engineer	monthly	10,296	10,811	11,351	11,919	12,515
6		hourly	59.40	62.37	65.49	68.76	72.20
7							
8	Building Official	monthly	10,023	10,524	11,050	11,602	12,183
9		hourly	57.82	60.71	63.75	66.94	70.29
10							
11	Superintendent of Public Works	monthly	9,367	9,835	10,327	10,843	11,385
12		hourly	54.04	56.74	59.58	62.56	65.69
13							
14	Project Manager	monthly	9,367	9,835	10,327	10,843	11,385
15		hourly	54.04	56.74	59.58	62.56	65.69
16							
17	Senior Planner	monthly	8,436	8,858	9,301	9,766	10,254
18		hourly	48.67	51.10	53.66	56.34	59.16
19							
20	Code Enforcement/Communications Manager	monthly	8,613	9,044	9,496	9,971	10,469
21		hourly	49.69	52.18	54.78	57.52	60.40
22							
23	Assistant Superintendent of Public Works	monthly	7,969	8,367	8,786	9,225	9,686
24		hourly	45.97	48.27	50.69	53.22	55.88
25							
26	Associate Civil Engineer	monthly	7,969	8,367	8,786	9,225	9,686
27		hourly	45.97	48.27	50.69	53.22	55.88
28							
29	Senior Accountant*	monthly	7,596	7,975	8,374	8,793	9,233
30		hourly	43.82	46.01	48.31	50.73	53.27
31							
32	Associate Planner	monthly	7,234	7,596	7,975	8,374	8,793
33		hourly	41.74	43.82	46.01	48.31	50.73
34							
35	Recreation Program Manager	monthly	7,056	7,409	7,779	8,168	8,577
36		hourly	40.71	42.74	44.88	47.13	49.48
37							
38	Recreation Supervisor	monthly	6,577	6,906	7,251	7,614	7,995
39		hourly	37.95	39.84	41.84	43.93	46.12
40							
41	Assistant Planner	monthly	6,577	6,906	7,251	7,614	7,995
42		hourly	37.95	39.84	41.84	43.93	46.12
43							
44	Recreation Coordinator	monthly	5,304	5,569	5,848	6,140	6,447
45		hourly	30.60	32.13	33.74	35.43	37.20
46							
47	Code Enforcement Officer	monthly	5,128	5,522	5,946	6,403	6,895
48		hourly	29.58	31.86	34.30	36.94	39.78
49							
50	* Includes a pay increase of 5% for performing additional duties associated with the Town assuming						
51	responsibility for finance duties for the Central Marin Fire Authority. These duties include payroll,						
52	benefits administration, retirement reporting, accounts payable and record keeping. Central Marin						
53	Fire Authority will pay the Town for these services. The additional 5% is included in the salary above						
54	and will be in effect for as long as the position is responsible for Central Marin Fire Authority functions.						