

## RECREATION ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers a comprehensive recreation program and activities for the communities of Guam under the Recreation Division, Department of Parks and Recreation.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Directs a comprehensive islandwide recreation program; develops and maintains a Master Plan for recreation programs and facilities.

Coordinates with other governmental agencies and instrumentalities and sports and community organizations in the administration of sports and recreation programs and activities.

Directs studies and evaluations of program to insure program objectives are being met and program objectives are in alignment with the principles and general direction of the Master Plan.

Formulates program policies, procedures and other guidelines.

Initiates and recommends for the development, acquisition, maintenance, expansion, contractual, or discontinuance of programs, facilities and equipment.

Prepares budget estimates and justification and administers administrative policies on personnel, training and safety.

Maintains liaison with national recreation organizations and recreation officials in the Pacific area and the military community.

Maintains records and prepares administrative reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles and practices of public recreation program administration.

Ability to administer a comprehensive recreation program.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to evaluate operational effectiveness and initiate/recommend changes in policy, procedures and operations to improve program effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of experience in the supervision of recreation program activities and graduation from a recognized college or university with a Bachelor's degree in Recreation, Physical Education or related fields; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

Pay Range: 36

  
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DAVID R. FLORES  
Executive Director,  
Civil Service Commission