



MANAGER III, RECREATION ASSISTANT DIRECTOR

Milwaukee Recreation

Contact Name: Pa Xiong

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Closing Date: 2026-07-30

Salary: \$120,000 - \$130,000

Description:

Job Summary

The Assistant Director plans, directs and coordinates programming and operations for a multi-disciplinary, urban recreation department serving a community of nearly 600,000 residents. Primary responsibilities include the direct supervision of seven (7) professional staff and ninety (90) indirect reports, as well as oversight of outdoor recreation facility operations at fifty-two (52) locations, management of a \$23 million budget, afterschool program management for more than one hundred (100) locations, human resource operations for more than 2,000 part-time employees, and technological services for the Recreation Department.

The ideal candidate is an experienced and strategic leader with the ability to independently oversee complex business operations, lead diverse teams and service areas, and provide executive-level support to the Department Director. This individual will possess a proven track record of managing staff, programs, and organizational systems while fostering collaboration, accountability, and continuous improvement.

Salary Range: \$120,000 - \$130,000

How To Apply

Please visit our website to apply: <https://www.milwaukeepublicschools.org/about/employment>

Applications for the following position are being accepted by the Office of Human Resources through **Thursday, July 30, 2026.**

A current resume must be attached to the completed application. Additionally, ALL candidates must attach transcripts confirming the required degree (unofficial transcripts can be submitted, however, official transcripts will be required upon hire).

- If you are unable to electronically attach these documents, please contact talent management specialist, Pa N. Xiong, to inform them that you are sending hard copies.
 - Email: xiongpn@milwaukee.k12.wi.us

If you are selected for the next stage of the interview process, you will be contacted via email

to submit one electronic professional reference. The identified reference will receive an online reference check to complete.

No applications or application materials will be accepted after the deadline date.

Appointment is subject to a criminal background check, a drug/alcohol test, and credential verification.

Please contact Pa N. Xiong, talent management specialist, with any questions:

xiongpn@milwaukee.k12.wi.us

Qualifications

- Master's Degree required from an accredited college or university in recreation management, athletic administration, sports management, education, business or related field.
- A minimum of eight (8) years of increasingly responsible full-time recreation experience including at least six (6) years of progressive management and administrative responsibility in an urban setting.
- Certified Park and Recreation Professional preferred.

Responsibilities

Executive Leadership and Administration:

- Serves as a member of the department's executive leadership team and provides strategic counsel and operational recommendations to the Director.
- Assists in the development, implementation, and evaluation of departmental goals, objectives, policies, and strategic priorities.
- Performs the duties of the Director in the Director's absence.
- Monitors the implementation and ongoing progress of the department's strategic plan and organizational initiatives.
- Actively supports and advances the District's Five Priorities for Success.

Personnel Leadership and Organizational Development:

- Provides leadership, supervision, coaching, and evaluation for seven (7) professional staff members and ninety (90) indirect reports.
- Participates in the development of short- and long-range work plans for assigned areas and establishes performance expectations and accountability measures.
- Assigns work activities, projects, and program responsibilities; monitors workflow; and evaluates outcomes to ensure organizational effectiveness.
- Promotes employee development through training, mentoring, succession planning, and performance management.
- Provides guidance regarding departmental policies, procedures, and operational expectations.

Financial and Business Operations:

- Oversees the day-to-day business operations of the Recreation Department, including financial management, human resources, technology services, facility operations, purchasing, and office administration.
- Develops, administers, and monitors program budgets exceeding \$10 million and provide strategic oversight and direction for the department's \$40 million operating budget.
- Reviews financial reports, operational metrics, and performance indicators to ensure fiscal accountability and organizational effectiveness.

- Establishes and implements administrative procedures and operational systems to increase efficiency, effectiveness, and customer service.
- Reviews and approves purchasing requests and procurement activities in accordance with district policies and procedures.

Human Resources Administration:

- Oversee part-time human resource functions supporting more than 2,000 employees across a diverse range of recreation programs and services.
- Provides oversight of recruitment, hiring, onboarding, scheduling, personnel administration, and compliance processes.
- Collaborates with district departments to ensure adherence to employment policies, labor agreements, and applicable regulations.

Program and Operational Oversight:

- Provides administrative oversight for district-sponsored after-school programming operating at more than 100 locations.
- Ensuring systems, staffing structures, and operational practices support high-quality program delivery and customer service.
- Collaborates with program leaders to align operational resources with departmental priorities and community needs.

Facilities and Asset Management:

- Oversees the operation, maintenance, and management of fifty-two (52) outdoor recreation facilities and related assets.
- Directs efforts to ensure facilities are safe, accessible, well-maintained, and aligned with community expectations.
- Oversees implementation of the Recreation Facility Master Plan and supports long-term capital planning initiatives.
- Collaborates with internal and external stakeholders regarding facility improvements, renovations, and development projects.

Communication and Reporting:

- Prepares and directs the preparation of correspondence, reports, policies, procedures, presentations, and other written materials.
- Develops and maintains communication systems, operational calendars, manuals, and business processes that support organizational effectiveness.
- Represents the department on committees, work groups, and community initiatives as assigned.

Other Duties:

- Assists with Recreation Department activities as needed.
- Serves on various community or Department committees as required and/or assigned.
- Performs other duties and responsibilities as assigned by the Director.

Equal Employment Opportunity

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Office of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.

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