



## Director of Parks and Recreation

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### Summary

Plan, organize, direct, and coordinate the City's parks and recreation activities and functions including maintenance work; provide expert professional assistance to City staff and the public in areas of responsibility.

### Class Characteristics

Administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, technical, and support services personnel.

### Essential Duties, Skills and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Plan, organize, coordinate, and direct through subordinates, the work of the department; develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Parks and Recreation Department.

Prepare and administer the department's budget; work closely with the City Manager, City Council, other City departments and a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to the areas of responsibility.

Advise the City Manager on issues and programs; prepare and recommend long-range plans for City parks and recreation programs; develop specific proposals for action on current and future community needs.

Administer parks; make interpretations of City regulations and various ordinances, code and applicable laws to ensure compliance of programs and operations; represent the City and work closely with citizen boards and commissions and public and private officials to provide technical assistance, directly or through subordinate staff; coordinate the preparation of a variety of reports or presentations for City management or outside agencies.

Initiate the formation of landscape assessment districts; recommend annual assessment rates; direct the supervision and the work evaluation of departmental personnel; provide for staff development; direct the development of management systems, procedures, and standards for program evaluation.

Monitor the developments related to both recreation activities and park maintenance activities; evaluate their impact on City operations and implements policy and procedure improvements; recommend fee schedules and establish accounting procedures for collection of such fees.

Administer various facility lease agreements that include coordination of facility usage and handling of park maintenance and improvement requests.

Direct land acquisition and park/facility construction; coordinate consultant work and prepare plans and specifications for park/facility development and rehabilitation projects, including grant proposals.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, administer, coordinate, and review a variety of recreation, parks and building maintenance programs, and maintenance activities.

Understand, interpret, explain, and apply city, state, and federal laws regulating recreation and parks programs and projects.

Analyze complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.

Make presentations to commissions, City Council, senior management, public groups, and other governmental agencies.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

An employee is regularly required to sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

**Qualifications**

Knowledge of:

Principles and methods of goal setting, program development, and budget development.

Principles, practices, and programs related to municipal recreation and park program management, including social/cultural, sports/athletics, and community services programs.

City, state and federal laws, guidelines, and standards affecting the administration of recreation, parks, and social/community service programs and projects.

Landscape maintenance principles and practices.

Funding sources impacting program and service development.

Principles and practices of contract administration and evaluation; organization, administration and personnel management.

Principles and practices of business computer user applications.

Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Education:

A Bachelor's degree with major work in recreation, park administration, business, public administration, or a closely related field.

Experience:

Four years of management or supervisory experience in recreation, parks, and/or community service delivery, including program planning, development, and administration.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Parks and Recreation

FLSA Status: Exempt