



Deputy Director of Parks and Recreation

Summary

Plan, organize, direct, manage and coordinate activities of the Parks and Recreation Division, including a variety of recreational programs and activities, operation of City pools, and parks and facilities maintenance services and activities; coordinate Parks and Recreation activities with other divisions and departments; and provide highly complex staff assistance to higher level management staff within the City Manager's Office.

Class Characteristics

General direction is provided by a higher-level manager in the City Manager's Office; responsibilities include the direct and indirect supervision of management, supervisory, professional, technical and support services positions.

This position is distinguished from the Parks and Facilities Maintenance Manager and Recreation Supervisor by its management responsibilities for parks and recreation division operations, staff and activities, whereas the latter are responsible for managing and/or supervising the operations of a section or group within the division.

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:

Assume management responsibility for the services and activities of the Parks and Recreation Division including planning, organizing, managing, and directing a variety of recreational programs and activities, overseeing the operation of City pools, and overseeing parks and facilities maintenance services and activities.

Manage, develop and implement divisional goals, objectives, policies, and procedures.

Direct, oversee and manage the development of the Parks and Recreation Division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Prepare and oversee the Parks and Recreation Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Oversee the marketing of recreation programs and activities; manage and participate in the design, preparation, and distribution of recreation publicity including activity guides, press releases, brochures, pamphlets, flyers, and printed schedules; represent the department to the news media.

Prepare long-range plans to meet community needs based on studies of local conditions and projects of the future composition of the community; recommend additional, altered or expanded recreation facilities.

Manage the operations and maintenance of parks, playground areas, park facilities, and assigned landscaped medians, parkways, and other miscellaneous landscapes, recreational facilities and City buildings.

Inspect and evaluate the adequacy of existing parks, grounds maintenance activities, and recreation services program components; oversee construction projects for facilities modifications and/or construction.

Oversee the selection and management of outside contractors and consultants to ensure compliance with City standards; research and resolve contractor performance issues.

Prepare a variety of reports, forms, correspondence and related documentation on division operations; ensure all mandated forms and reports are properly completed and filed in a timely manner.

Serve as a member of the department's executive team and participate in discussion and decisions related to department-wide activities impacting personnel, facilities, quality goals and budgets.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Act as City Liaison to the Recreation, Music, and Parks Commission; produce the meeting agenda and work closely with Chair and other Commission members to establish park priorities and produce positive outcomes.

Perform related duties as assigned.

Skills/Abilities:

Oversee, organize and direct activities associated with parks and recreation programs.

Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare, oversee and administer division budget including related elements of capital improvement plan budget.

Ensure division compliance with operational requirements.

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Read and interpret financial reports in the monitoring of expenses, revenues and budget.

Interpret and understand construction plans and basic engineering principles as they related to areas of operation.

Respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.

Effectively present information to senior management, public groups, and/or City Council.

Prepare and present clear and concise technical and administrative reports.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Operational characteristics, services and activities of a comprehensive parks and recreation program.

Principles and practices of park and landscape maintenance, cultivation and horticulture.

Principles and practices of facilities maintenance management.

Public recreation trends and community needs and resources.

Theories, principles, methods, and equipment used in recreation operations and maintenance.

Rules, regulations, and ordinances pertaining to recreation programs and facilities, including safety, fitness, aquatic, and related specialty practices.

Principles and practices of contract administration.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Occupational health and safety standard practices.

Methods and techniques of analyzing and interpreting data and statistics.

Practices and procedures of local government, regulatory agencies, and grant agencies.

Principles and practices of supervision, training and personnel management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, asset management, data management, customer request, and work order systems.

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 from an accredited college or university with major work in public administration, business administration, parks and recreation administration, or a related field. A Master's degree and/or MBA are desirable.

Experience:

Five years of increasingly responsible experience involving recreation, leisure, and/or parks maintenance activities; three years of experience must include supervisory and/or management experience.

Certifications/Licenses:

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

Established: 08/05/2019

Resolution #: 2019-137 N.C.S.; 2021-123 N.C.S.

Revised: 08/02/2021

Department: City Manager

FLSA Status: Exempt