

City of San Rafael
Job Class Specification

Job Title: Library and Recreation Director

SUMMARY:

Directs the City's library, recreation, arts and childcare programs and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Provides administrative oversight to the Library and Recreation Department.
- Develops and administers department-wide policies and procedures. Interprets and applies City policies, procedures, rules and regulations.
- Directs, oversees and participates in the development of the Department's work plan to include long-range plans to meet community needs.
- Plans and directs the design and development of new programs and facilities and improvements to existing programs and facilities.
- Assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development and administration of the Library and Recreation budget. Directs the forecast of additional funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures and implements mid-year adjustments.
- Serves as the appointing authority for the department, selecting, hiring, evaluating and disciplining staff. Oversees ongoing staff development.
- Analyzes problems, identifies alternative solutions, projects consequences of proposed actions and implements recommendations in support of department and City goals.
- Conducts research, prepares and presents reports to the City Manager, City Council, the Parks and Recreation Commission, the Board of Library Trustees, and the Measure D Committee.
- Develops programs to encourage community participation regarding parks, recreation and libraries.
- Performs related duties as required.

KNOWLEDGE OF:

- Principles, practices and methods used in recreation, library, arts and childcare administration and management.
- Principles and practices of program and facility design and maintenance.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.

- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- PCs and related software.

ABILITY TO:

- Plan, direct and control the administration and operations of the Library and Recreation department.
- Develop short, intermediate and strategic plans.
- Develop and implement department policies and procedures.
- Successfully develop, control and administer departmental budget and expenditures.
- Analyze budget and technical reports, forecast trends and estimate costs.
- Know and interpret laws, regulations, codes and procedures.
- Plan programs, facilities and renovations.
- Promote and market library and recreation activities and events.
- Supervise, train and evaluate assigned personnel.
- Manage a large staff of full and part-time employees.
- Problem solve department related issues.
- Gain cooperation through discussion and persuasion.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledges, skill and abilities. A typical way to obtain these would be a bachelor's degree in recreation administration, library science, public administration, or related field, and seven years of experience in municipal recreation administration including a senior supervisory and management role with budget and revenue generation experience. A Master's Degree is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record. Maintenance of a valid California driver's license is a condition of employment.

PHYSICAL DEMANDS:

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job

include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to video display and outdoors weather conditions and frequently works in evenings or weekends and inside environmental conditions. The employee occasionally works with use of personal vehicle. The noise level in the work environment is usually moderate.

Prepared By:	Catherine Quffa/Susan Andrade-Wax
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Bargaining Unit:	Unrepresented Executive Management
Exempt Status:	Exempt
Approved:	