



## **DIRECTOR OF PARKS AND RECREATION**

### **DEFINITION**

Under administrative, plans, directs, manages, and evaluates the activities, programs, operations, and staff of the Parks and Recreation Department including parks, parks maintenance, park development, recreation, venue rentals, arts, event tourism, including the Adventure Park and the Sunset Whitney Recreation Area; provides highly responsible and complex administrative support to the City Manager, City Council, Parks and Recreation Commission; ensures performance objectives are established and accomplished in response to the goals and objectives adopted by City Council; supervises administrative and professional staff; serves as a technical resource; coordinates projects to ensure compliance with federal, state, and local regulations; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. Exercises general direction or direction over management, professional, technical, and clerical staff, either directly or through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is a single-position executive management classification with overall responsibility for planning, directing, managing, and evaluating the activities, programs, operations, and staff of the Parks and Recreation Department. In addition to providing designated staff and policy assistance to the City Manager in assigned areas, this position has administrative responsibility for policy development and program planning and implementation with citywide implications. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals and for furthering City goals and objectives within general policy guidelines.

The Director of Parks and Recreation is an “at-will” position that serves at the pleasure of the City Manager.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Assumes full management responsibility for all department services and activities, including parks, parks maintenance, park development, recreation, venue rentals, arts, event tourism, including the Adventure Park and the Sunset Whitney Recreation Area.
- Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.

- Establishes within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates work plans through subordinate level staff of assigned functions; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Provides staff assistance to the City Council, City Manager, Parks and Recreation Commission; prepares and presents staff reports.
- Researches and prepares technical and administrative reports.
- Coordinates department activities and represents the department with other departments and outside organizations.
- Promotes and oversees operations, programs, and activities within the department, including operation of the Adventure Park and the Sunset Whitney Recreation Area, and promotes event tourism.
- Plans, coordinates, and directs the maintenance of parks, parks buildings, and other landscaped areas.
- Plans and directs the design and development of new facilities and programs; recommends improvements to existing facilities and programs.
- Directs the preparation and administration of the department budget; advises the City Manager regarding appropriate service and staffing levels; allocates resources accordingly.
- Builds and maintains positive working relationships with co-workers, other City employees, City officials and commissioners, and the public using principles of good customer service.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, and personnel management and supervision.
- Practices of leadership, motivation, team building, and conflict resolution.
- Principles, practices, and methods used in parks and recreation management.
- Principles and practices of program organization, evaluation, development, and administration.
- Pertinent local, state, and federal laws, rules, and regulations.
- Recent developments, contemporary trends, and practices of parks, recreation, arts, and event tourism.
- Operational characteristics, services, and activities of recreational and community service programs.
- Principles and practices of contract negotiation, preparation, and administration.
- Principles and practices of budget preparation and administration.

- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of computer-based project management and project scheduling.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Administrative Services Department.
- Provide administrative and professional leadership and direction for the department.
- Understand, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, direct, manage, and oversee the administration and operations of the Parks and Recreation Department, venue rental, arts, and event tourism programs and activities.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- On a continuous basis, analyze budget and technical reports; draft, interpret, and evaluate staff report and related documents; know and interpret laws, regulations, codes and procedures; observe performance, motivate, train and evaluate staff; explain and interpret policy.
- Analyze complex problems, identify and evaluate alternatives, and make sound recommendations related to department activities.
- Gain cooperation through discussion and persuasion.
- Develop, control and administer departmental budget and expenditures.
- Interpret and apply City and department Code, policies, procedures, rules and regulations. Interpret, apply and ensure project compliance with applicable federal, state and local laws.
- Develop plans, schedules, specifications, and cost estimates for assigned projects. Negotiate and administer service contracts and prepare bid packages
- Analyze department support needs and ensure prompt and efficient delivery of service, materials, and supplies.
- Prepare clear, concise, and accurate reports, correspondence, and other written material.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

### **Education and Experience**

A bachelor's degree from an accredited college or university with major coursework in public administration, business administration, park and recreation administration, park and recreation management, leisure studies, or a closely related field;

AND

Six (6) years of increasingly responsible administrative or management experience in parks and/or recreation administration, including at least three (3) years of management or supervisory experience.

### **Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

### **PHYSICAL CONDITIONS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; strength, stamina, and mobility to traverse uneven terrain, including climbing ladders, stairs, and other temporary or construction access points; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; and the ability to occasionally lift, carry, push, and pull materials and objects up to 30 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

The incumbent primarily works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The incumbent may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. The incumbent may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

The incumbent may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

***Emergency Service Workers:*** All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

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| Adopted         | January 2016          |
| Revised         | May 2019, August 2021 |
| FLSA            | Exempt                |
| Salary Schedule | Management/Range 32   |