

DIRECTOR OF PARKS AND RECREATION

Salary Range: 30 (Management Salary Schedule)

DEFINITION

Under administrative direction from the City Manager, manages, directs, and coordinates the activities and operations of the Parks and Recreation Department including parks, parks maintenance, park development, recreation, venue rentals, and code compliance; provides highly responsible and complex administrative support to the City Manager and the City Council; coordinates activities with other City departments; exercises direct supervision over administrative and professional staff; coordinates projects to ensure compliance with federal, state, and local regulations; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification with overall responsibility for managing, directing, and coordinating the activities and operations of the Parks and Recreation Department. 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.

SUPERVISION EXERCISED AND RECEIVED

The Director of Parks and Recreation reports to the City Manager and is responsible for providing direct and indirect supervision over management, professional, technical, and administrative personnel within the department.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES:

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

- Plans, organizes, assigns, directs, reviews and evaluates the activities of the department which includes parks, parks maintenance, park development, recreation, venue rentals, and code compliance.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Directs the preparation and administration of the department budget.
- Confers with and provides professional assistance to City staff members on departmental matters.
- Uses a variety of media to promote the Departments programs, events, and activities.
- Advises the City Manager and City Council on a broad range of issues within areas of responsibility.
- Determines appropriate service and staffing levels; allocates resources accordingly.
- Oversees, promotes, and coordinates activities within Parks and Recreation; oversees the preparation of program event and marketing material which may include news releases, flyers, schedules of events, pamphlets, and brochures.
- 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.
- Ensures the proper maintenance of department vehicles, equipment and facilities.
- Oversees the preparation and/or review of plans, specifications and estimates for department projects, ensuring completeness, accuracy and compliance with applicable regulations and standards.
- Directs the selection, evaluation, and training and development of department staff.
- Oversees, directs and reviews the work of contract consultants providing assistance to staff.
- Stays abreast of legislation, new trends and innovations in parks, recreation, and code compliance.
- Interprets applicable policies, procedures, laws and regulations to staff.
- Responds to difficult or sensitive complaints and requests for information from the public.
- Prepares a variety of correspondence and reports.
- Attends and makes presentations at council, interagency, committee and other meetings and conferences.

EMPLOYMENT STANDARDS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision.
- City organization and functions; laws, rules, codes, and regulations governing department activities.
- Contemporary trends and practices of parks, recreation, and code compliance.
- Operational characteristics, services and activities of recreational and community service programs.
- Principles and practices of program development and administration.
- Practices of contract negotiation, preparation, and administration.
- Principles and practices of computer-based project management and project scheduling.
- Recent developments, current literature and sources of information related to parks, recreation, and code compliance programs.
- English usage, spelling, grammar and punctuation.
- Modern office practices and technology including personal computer hardware and software.
- Safe work practices.

Ability to:

- Plan, organize, assign, direct, review and evaluate activities of the department.
- Select, train, motivate and evaluate staff.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to department activities.

- Analyze department support needs and ensure prompt and efficient delivery of service, materials, and supplies.
- Interpret, apply and ensure project compliance with applicable federal, state and local policies, procedures, laws, regulations, codes, and ordinances.
- Effectively manage the planning, development, and operations of the City's parks, recreation, venue rental, and code compliance programs.
- Develop plans, schedules, specifications, and cost estimates for assigned projects.
- Negotiate and administer service contracts and prepare bid packages.
- Use and apply principles and practices of budget preparation, financial principles, and administration.
- Prepare clear, concise and accurate reports, correspondence, and other written materials including bids and financial information.
- Establish and maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Use computer technology and applications in the performance of daily activities.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public and/or business administration, parks and/or recreation administration, parks and/or recreation management, leisure studies, or a related field

AND

Five (5) years of increasingly responsible administrative or management experience in parks and/or recreation administration including at least three (3) years of supervisory experience.

GENERAL QUALIFICATIONS:

License Requirements:

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

The incumbent appointed to this class must be physically able to perform the duties of this position, including mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderate weights;. manual dexterity to use standard office equipment and supplies and operate a keyboard, manipulate single sheets of paper and large document holders (binders, manuals,

etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

Working Conditions:

The incumbent appointed to this class must be willing to work in the field, drive a vehicle be willing to work irregular hours including after-hours, holidays, and weekends; be subject to “on-call” status 24 hours a day, and be willing to work outdoors in all types of weather conditions.

Adopted: January, 2016

Revised: June, 2017

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.