

## **DEPUTY DIRECTOR OF PARKS AND RECREATION**

Salary Range: 23 (Management Salary Schedule)

### **DEFINITION**

Under general direction, provides complex professional managerial assistance to the Director of Parks and Recreation in the development and administration of City programs including parks, parks maintenance, park development, recreation, venue rentals, arts, and event tourism, including the Adventure Park and the Sunset Whitney Recreation Area; plans, directs, manages and evaluates the department's programs and operations; coordinates activities with other divisions or departments; supervises administrative and professional staff; performs a variety of professional and technical level tasks relative to assigned areas of responsibility; performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position executive management level classification responsible for assisting the Director of Parks and Recreation with planning, directing, managing and evaluating the activities, programs, operations, and staff of the Parks and Recreation Department. This classification is distinguished from the Parks and Recreation Manager in that the latter is responsible for planning, directing, managing, developing, and evaluating one or more of the department's major program areas, where the former is responsible for the oversight of all program areas within the department.

### **SUPERVISION RECEIVED AND EXERCISED**

The incumbent reports directly to the Director of Parks and Recreation and directly supervises assigned professional, technical, and administrative staff.

### **ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES**

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

- Assist the director with planning, directing, managing, and evaluating the activities, programs, and operations of the department including the operation of the Adventure Park and the Sunset Whitney Recreation Area.
- Assist with the development and implementation of department goals, objectives, policies, and procedures.
- Provide staff assistance to the City Council, City Manager, Parks, Recreation, and Arts Commission, and the Arts Task Force; prepare and present staff reports; research and prepare a variety of technical and administrative reports.
- Coordinate department program activities with other departments, divisions, outside entities and organizations; represent the department to outside groups and organizations.
- Select, train, motivate, and evaluate personnel; conduct employee performance evaluations; implement performance management.
- Assist with the preparation and administration of the department budget; monitor and control department revenues and expenses; recommend service and staffing levels to the director; allocate resources accordingly.

- Evaluate program operations and activities; recommend improvements and modifications.
- Build and maintain positive working relationships with co-workers, other City employees, City officials, City Commissioners, and the public using principles of good customer service.
- Receive and respond to public inquiries, requests for assistance and complaints regarding department projects and other City activities; resolve sensitive and controversial issues within City and department guidelines
- Research, and assist with reviewing and monitoring contracts and agreements with other departments and outside vendors; prepare specifications and contracts for services; review plans for compliance and completeness; act as project manager for assigned projects.
- Oversee the planning, scheduling, implementation and monitoring of marketing programs; establish program goals for marketing and advertising.
- Identify and recommend new programs, activities and/or special events.
- Interpret, apply, and advise staff on provisions of laws, rules, and regulations, related to areas of assignment.
- Conduct safety meetings.
- Develop policies, procedures, standards, and ordinances to ensure compliance with applicable laws and regulations.
- Oversee the preparation and maintenance of a variety of records, reports and correspondence related to division activities
- Act on behalf of the Director when needed.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles, practices, and methods used in parks and recreation management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Pertinent federal, state and local laws, rules, codes, and ordinances.
- Methods and techniques of effective project management, and technical report preparation and presentation.
- Principles and practices of contract negotiation, preparation, and administration.
- Principles and practices of program organization, evaluation, development, and administration.
- 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 budget preparation and administration.
- Principles and practices of personnel management, supervision, training, and performance evaluation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Modern office practices and technology, including personal computer hardware and software; computer-based project management and scheduling.

- Safe work practices.
- English usage, spelling, grammar, and punctuation.

**Ability to:**

- Plan, direct, manage, and oversee the administration and operations of the Parks and Recreation Department, venue rentals, 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 reports and related documents; understand and interpret laws, regulations, codes and procedures related to assigned areas; 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.
- Coordinate department activities with other City departments and agencies as required.
- 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.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective 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:*

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 related field and five (5) years of increasingly responsible administrative or management experience in parks and/or recreation administration, including at least two (2) years of management or supervisory experience.

**GENERAL QUALIFICATIONS****License Requirements**

A valid California Class C license or higher with a satisfactory driving record 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**

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

**Working Conditions**

Incumbent appointed to this class must be willing to work in the field and in the office, and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset members of the public in interpreting and enforcing departmental policies and procedures. Employees may 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.

**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.

*Adopted: July 2019*