

PARKS AND RECREATION DIRECTOR

DEFINITION

Under direction of the City Manager, plans, directs, manages, and evaluates the activities, programs, and operations of the Parks and Recreation Department with specific focus on the overall site coordination of community initiatives involving parks, recreation, families, seniors, and children. This would include the development and implementation of grant-funded projects and assignments. Performs the professional and administrative functions of planning, directing, and coordinating the department's activities including fiscal and management services, resource development and planning and development of personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the City Manager. Exercises direct and indirect supervision over assigned management, professional, technical, part-time and administrative support personnel as well as contract and seasonal staff.

CLASS CHARACTERISTICS

This is a single-position executive management classification. The Parks and Recreation Director is responsible for planning, directing, managing, and evaluating the activities, programs, operations and Staff of the Parks and Recreation Department. The Director organizes and manages long and short-term plans and daily activities through program supervisors including the selection, training and appraisal, and supervision of regular staff and seasonal workers. The incumbent in this class facilitates collaboration between the City and various other profit, non-profit and government entities. Work requires extensive public contact with private groups, civic organizations, City officials, and the general public.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, directs, and coordinates the activities, operations, and programs of the Parks and Recreation Department.
- Serves as liaison/advisor to City Council, City Manager, and others as assigned.
- Analyzes community needs to determine a program of community services and parks design, construction, and maintenance as appropriate; prepares and presents recommendations to the City Manager, City Council, and parks and recreation related committees.
- Negotiates agreements and contracts with community groups, government agencies, and individuals.
- Prepares grant applications and administers grant programs.
- Develops the Parks and Recreation Department budget; approves, monitors, and coordinates expenditures.
- Develops and implements a variety of recreation programs to provide a broad scope of leisure activities.
- Confers with City departments regarding facility use, design and construction, maintenance, and scheduling.

- Promotes Parks and Recreation Department programs; meets with community groups and school district officials to provide information, determine needs, and establish cooperative programs.
- Performs related duties similar to the above in scope and function as required.
- Evaluate employees directly supervised.
- Maintains close and effective working relationships with the management staff of other City departments.
- Oversees the selection of staff; provides for their training and development; reviews and approves performance appraisals and recommendations for disciplinary action, wage and salary actions, promotions, and related employment actions.
- Analyzes complex parks and community services issues and problems; evaluates alternatives; and develops and implements effective courses of action.
- Formulates, evaluates, and implements departmental operating policies and procedures.
- Receives, investigates, and resolves difficult and complex complaints and requests.
- Represents the Parks and Recreation Department and maintains close and effective working relationships with officials of other agencies, recreational organizations, and community services groups.
- Ensures that all customer service and safety regulations are communicated to department staff and followed.
- Reviews and recommends appropriate fee adjustments for recreational services and facility use.
- Develops and directs an ongoing training and staff development program for departmental personnel.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of management in a diverse organization, including organization and management of work, effective delegation and supervisory practices, staff team-building and development, and personnel administration.
- Philosophy, principles, and techniques of providing comprehensive public recreation and leisure services programs.
- Parks and recreation needs of the local community.
- Development and use of community recreation and park facilities.
- Community organizations.
- Principles of municipal finance; methods and techniques of budget development and administration.

Ability to:

- Plan, organize, coordinate, and manage at an executive skill level, including long range staff planning, organizational development, forecasting, benchmarking, etc.
- Provide for supervision, training and staff development, and appraisal of staff performance.
- Make effective presentations to elected and appointed officials, city executives, the general public, community and neighborhood groups, business owners, and other governmental bodies.
- Direct the preparation of and prepare a variety of comprehensive reports, grant applications, correspondence.
- Prepare and manage the departmental budget, including accounting for fee revenues and control expenditures.
- Sit at a desk and in meetings for long periods of time on a continuous basis.
- Intermittently bend and twist to reach equipment surrounding desk, to get in and out of an automobile and perform simple grasping and fine manipulation.
- Use a telephone and voicemail system.
- Correctly use a personal computer and basic applications of word processing and electronic mail in a networked Windows environment.
- Drive an automobile.

- Assess community recreational needs and develop programs to meet those needs.
- Develop and administer grant programs.
- Tactfully and courteously deal with community organizations and representatives of other government organizations in the development of recreation and leisure service programs.
- Effectively and tactfully communicate in both oral and written forms.
- Establish and maintain effective work relationships with those contracted in the performance of required duties.

Education and Experience: *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:*

Bachelor's degree in public recreation or a closely related field and broad and extensive work experience in the development and administration of public recreation and leisure service programs, including at least four years in a management or supervisory capacity. Additional years of qualifying experience may be substituted for the required education on a two-for-one-year substitution.

License:

Possession of a Class C California Driver's License and a safe driving record.

Physical Demands and Working Conditions:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Business office working environment subject to sitting at a desk, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties, and skills which may be required.