



Director of Parks and Recreation

Department/Division:	Parks and Recreation
Reports To:	City Manager
Provides Direction To:	Recreation Services Manager, Facilities Manager, Landscape Maintenance Manager, Administrative Secretary and other assigned staff

GENERAL PURPOSE

Under general direction, plans, oversees, and directs the services of the Parks and Recreation Department, including related facility capital improvements, maintenance and repair; oversees Parks and Recreation Division managers, and indirectly, departmental staff; controls staffing levels and departmental budget; participates as a member of the executive management team; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Director of Parks and Recreation is responsible for all departmental operations, including staffing, budgeting, policy-making, and strategic planning processes. This position reports to the City Manager and is distinguished from the division managers who are accountable for managing the daily activities of their respective divisions. This position also exercises greater policy and decision-making authority over the entire department and oversees a larger number of supervisory and management level jobs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Provides direction and professional advice to support division managers and directs their selection, training, development, evaluation, compensation, and discipline.
2. Develops, implements and evaluates plans, policies, systems and procedures to achieve annual departmental goals and work standards related to parks, recreation and community services.

3. Prepares specifications, solicits bids, evaluates proposals and makes recommendations for awards of Department capital improvement projects and service contracts; acts as City team coordinator and manages resulting capital improvement projects.
4. Recommends, monitors, evaluates annual Department budget and controls budget expenditures.
5. Advises and supports the City Manager's Office, City Council and Parks and Recreation Commission and represents the department in policy matters; attends City Council executive meetings as needed.
6. Inspects and evaluates community park and facility needs; attends Recreation activities and events to evaluate and critique events and make organizational recommendations.
7. Plans workloads and assigns, coordinates, and schedules Department projects.
8. Acts as staff liaison to the Parks and Recreation Commission, Senior Citizen's Commission, Golf Course Advisory Committee, Youth and Family Coalition, and City Council/School Board Ad Hoc Committee; oversees customer service to School District, Chamber of Commerce, and other civic groups.
9. Oversees Golf Course lease and cooperates with lessee on issues relating to the facility.
10. Applies for and administers county and state Parks and Recreation grants.
11. Recommends policies, procedures and fees for use and rental of public facilities; promotes departmental services through publicity programs.
12. Monitors and keeps informed of current trends in the parks and recreation industry, evaluates their impact on departmental operations and recommends policy and procedural improvements; considers office technology applications.

QUALIFICATIONS GUIDELINES

Knowledge of:

Modern principles, practices and trends of park planning, park maintenance, and community services and programs; recent developments, current literature and sources of information related to community services, planning and administration; principles of design, construction, and maintenance of public facilities; purchasing practices related to equipment and supplies; pertinent federal, state and local laws, regulations, and codes; work planning processes and organizational methods; principles of management; budgetary practices; supervisory principles and leadership techniques.

Ability to:

Operate a computer terminal and use word processing, spreadsheet, database applications; recommend and implement goals, objectives and practices for providing effective programs; manage and administer a variety of projects concurrently; plan, organize and implement department goals, budgets, staffing, policies and operating practices; prepare clear, concise and complete reports and correspondence; make public presentations; manage the selection, training, evaluation and disciplining of departmental staff; establish and maintain cooperative working relationships with staff, supervisors, management, commissions, community groups, governmental bodies, City Council members, the media, and the public.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree in Recreation Administration, Landscape Architecture, or a related field.

Experience: Ten or more years of progressively responsible experience in parks, recreation and community services programs, including maintenance, or facility development, and including three years in a supervisory or administrative capacity.

Licenses; Certificates; Special Requirements:

A valid Class C California Driver's License and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to work special work hours. The position occasionally stands, walks, climbs stairs, and stoops to oversee construction and development projects related to parks and community services. The position

occasionally lifts and carries records and documents weighing 20 pounds or less and may require occasional repetitive wrist rotation. The employee uses sense of smell to detect offensive odors or electrical problems.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public, including occasionally dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

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

The employee works under typical office conditions; the noise level is usually quiet. Occasional driving is required to visit community services facilities and construction sites and to attend business, community and public meetings.