



## DIRECTOR OF PARKS AND RECREATION

### **Definition:**

Under the direction of the City Manager, plans, organizes, staffs, directs, implements, reviews, and evaluates the activities of the Parks and Recreation Department and other related community services, programs and projects.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Manages the daily operations and long range planning of the Parks and Recreation Department.
2. Manages department personnel including hiring, training, evaluation, and discipline, often through subordinate managers or supervisors.
3. Oversees, develops, and implements administrative procedures and policies associated with recreation programs and facilities.
4. Reviews and analyzes the effectiveness of departmental services and makes necessary changes.
5. Prepares and monitors the annual Parks and Recreation budget.
6. Provides staff support to various committees or commissions as assigned.
7. Works collaboratively with citizen and other public groups, agencies, other city departments, and organizations, so as not to duplicate, but to bring about the coordinated and effective delivery of services.
8. Prepares reports and studies related to recreation programs, capital improvements, facility maintenance, and other assigned activities.
9. Oversees, organizes and develops volunteer programs and community events.
10. Coordinates, develops, distributes various public information, and marketing materials related to city services and programs.
11. Prepares and makes presentations to the Council and to Commissions.
12. Prepares and monitors grants.
13. Assists in the planning, financing, and development of recreational facilities.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
15. Performs other related duties as required.

### **Minimum Knowledge, Skill and Ability:**

#### **Knowledge of:**

- Philosophies, trends, principles, and techniques of community recreation service administration and public facility management.
- Principles and methods used in public administration.
- Program planning and techniques related to community and recreational services, and facility management.

- Principles of personnel management, supervision, training, and evaluation.
- Budget techniques.
- Marketing and public relations principles and techniques.
- Recycling/conservation and maintenance management principles and trends.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions.
- English usage, spelling, grammar, and punctuation.
- Professional writing techniques.

**Skill and Ability to:**

- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Analyze problems, identify alternative solutions, and implement recommendations in support of goals.
- Evaluate effectiveness of community services and assist in setting goals and priorities for program delivery, revision or elimination.
- Develop recreational programs adapted to the particular needs of the community.
- Write and monitor grants.
- Make decisions at the department head level.
- Be a team player and understand the benefits of supporting other City departments.
- Comprehend major policy, operational, and personnel problems and draw valid conclusions.
- Supervise, evaluate, and direct assigned staff, professional personnel.
- Establish and maintain cooperative working relationship with representatives of other agencies, the public, and all levels of staff and management.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Master's degree in Public Administration, Management, Recreation or a closely related field, and 8-10 years progressively responsible experience in local government in a directly applicable field, with five of those years in a supervisory/management capacity; however, the City is open to other appropriate combinations.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.