

**DIRECTOR OF PARKS AND RECREATION
(At Will)**

Salary Range: 32 (Management Salary Schedule)

DEFINITION

Plans, directs, manages, and evaluates the activities, programs, operations, and staff of the Parks and Recreation Department including parks, parks maintenance, park development, recreation, venue rentals, arts, event tourism, including the Adventure Park and the Sunset Whitney Recreation Area; provide highly responsible and complex administrative support to the City Manager, City Council, Parks, Recreation, and Arts Commission, and Art Task Force; ensures performance objectives are established and accomplished in response to the goals and objectives adopted by City Council; supervises administrative and professional staff; serves as a technical resource; coordinates projects to ensure compliance with federal, state, and local regulations.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification with overall responsibility for planning, directing, managing, and evaluating the activities, programs, operations, and staff of the Parks and Recreation Department. The incumbent is appointed by and serves at the will of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

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.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

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

- Develop, plan and implement department goals, objectives; recommend and administer policies and procedures.
- Provide staff assistance to the City Council, City Manager, Parks, Recreation and Arts Commission, the Arts Task Force; prepare and present staff reports. Research and prepare technical and administrative reports.
- Coordinate Department activities with other departments, outside entities and organizations. Represent the Department to outside groups and organizations.
- Promote and oversee operations, programs, and activities within the Department, including operation of the Adventure Park and the Sunset Whitney Recreation Area, and promote event tourism.
- Plan, coordinate, and direct the maintenance of parks, parks buildings, and other landscaped areas. Plan and direct the design and development of new facilities and programs; recommend improvements to existing facilities and programs.

- Direct the preparation and administration of the department budget. Advise the City Manager regarding appropriate service and staffing levels; allocate resources accordingly.
- Select, train, motivate and evaluate personnel; conduct performance evaluations; implement performance management.
- Build and maintain positive working relationships with co-workers, other City employees, City officials and Commissioners, and the public using principles of good customer service.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and methods used in parks and recreation management.
- Principles and practices of program organization, evaluation, development, and administration.
- Pertinent local, State and Federal laws rules and regulations.
- 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 contract negotiation, preparation, and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of computer-based project management and project scheduling.
- English usage, spelling, grammar and punctuation.
- Modern office practices and technology including personal computer hardware and software.
- Safe work practices.

Ability to:

- Plan, direct, manage, and oversee the administration and operations of the Parks and Recreation Department, venue rental, 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 report and related documents; know and interpret laws, regulations, codes and procedures; 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.
- 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.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Use computer technology and applications in the performance of daily activities.

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:

Training: 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.

Experience: Six (6) years of increasingly responsible administrative or management experience in parks and/or recreation administration including at least three (3) years of management or 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.

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: January 2016

Revised: May 2019