

PARKS AND RECREATION MANAGER

Salary Range: 12 (Management Salary Schedule)

DEFINITION

Under general direction from the Director of Parks and Recreation, manages, directs, plans, develops and evaluates one or more of the department's major program areas including park services, recreation, venue rentals and special events; develops, implements and evaluates department and division plans, policies, and procedures to achieve annual goals and objectives; develops and monitors division budgets; manages, supervises, and coordinates the personnel and activities within assigned areas; provides highly complex assistance to the Director; ensures programs, events and activities are in compliance with federal, state and local mandates; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management level classification with overall responsibility for managing all program activities within assigned areas; such as park planning and maintenance, special events and event tourism, recreation and sports programs, and facility and venue rentals. Incumbents are expected to carry out the full realm of duties within their assigned function with limited supervision, utilizing initiative and exercising independent judgment.

SUPERVISION RECEIVED AND EXERCISED

Incumbents report directly to the Director of Parks and Recreation and are responsible for providing direct and/or indirect supervision over management, professional, technical, and administrative personnel.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

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

- Manages, directs, plans, develops, promotes, and evaluates one or more of the City's major park service, recreation, venue rental, and special event programs.
- Plans and manages the Park Capital Improvement Program; manages land acquisitions, conducts inventory and performs historic analysis; assists with the development of design standards, initial development plans and design documents.
- Develops long-term plans for City parks which respond to diverse neighborhood needs and incorporate the historic context of each park in order to provide a vision for future park improvements.
- Implements the Parks & Trails Master Plan, Trails Strategy and Action Plan and other related documents in coordination with other departments.
- Researches and evaluates existing facilities and amenities to ensure safety, general welfare, and enjoyment by the general public.
- Provides oversight of projects, monitors facility improvements, and oversees service providers with assigned City team and contractors to ensure safety, cost effectiveness, aesthetics, and compliance with City policies.
- Participates as a member of the Parks and Recreation Management Team.

- Coordinates and works with other departments, nonprofits and other organizations to provide programs and services in an efficient and effective manner.
- Designs and implements new and modified programs and projects within the department based on the analysis and assessment of the community's needs and priorities; develops program objectives, determines course of action, determines the resources needed for the program.
- Develops, implements, and monitors goals, objectives, policies, and priorities for designated program areas reflective of the community's needs and the City's and Department's overall goals, policies, and ordinances; ensures compliance with applicable governing rules, regulations, and guidelines.
- Identifies, eliminates, and/or minimizes solution, project, and business risk; confers with team members to articulate, compare, and implement solutions and alternative approaches based upon project management principles; performs activities to enhance customer satisfaction and financial baseline of the project; exercises accountability for project results as committed; interfaces directly with the management staff of client departments.
- Manages the scheduling, staffing, training and evaluation of personnel within assigned program areas.
- Prepares, plans, and participates in the development and administration of the department budget.
- Oversees, directs and reviews the work of contract consultants providing assistance to staff.
- Oversees the management, maintenance, and use of assigned facilities and equipment; inspects program facilities, schedules repairs, and recommends improvements as necessary.
- Responds to difficult or sensitive complaints and requests for information from the public.
- Prepares and presents staff reports and presentations at various City Council, commission/board, internal and external groups and businesses and other meetings; serves on various committees and task forces; makes presentations within assigned program areas; prepares comprehensive technical and statistical reports; maintains a variety of records and technical data.
- Maintains public relations; makes public appearances, provides information, promotes, coordinates, and serves as a liaison for program activities with the media, schools, community organizations, local groups, government agencies and industry related organizations.
- Prepares and reviews a variety of contracts, agreements, reports, and correspondence ensuring compliance with City and legislative guidelines.
- Researches and analyzes pending legislation and identify impact to department programs and activities.
- Researches grant opportunities, prepares grant proposals; monitors and administers grants.
- Performs administrative and accounting duties; purchases new equipment, materials, and supplies; generates and submits reports and documentation; researches special projects and issues; assists with grant preparation; maintains receipts and budgetary expenditures.
- Performs related work as assigned

EMPLOYMENT STANDARDS**Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules, codes, and regulations governing department activities
- Principles and practices of managing and administering park and open space areas, public facilities, associated landscape including maintenance and repair
- Principles and practices of public sector finance, budgeting, and accounting
- Sound principles and practices of public administration, governmental budgeting, personnel administration and supervision, analytical methods and procedures, and office management principles and practices
- Contemporary trends and practices of recreation, arts, and events tourism
- Operational characteristics, services and activities of recreational, cultural and community service programs
- Principles and practices of program development and administration
- Practices of contract negotiation, preparation and administration
- Principles and practices of computer-based project management and project scheduling
- Principles and practices of safety management and training
- Occupational hazards and standard safety precautions necessary in the workplace
- Recent developments, current literature and sources of information related to project management, recreational, arts, and event tourism programs
- English usage, spelling, grammar and punctuation
- Modern office practices and technology including personal computer hardware and software
- Methods and techniques of effective project management, contract administration, and technical report preparation and presentation
- Principles and practices of personnel management, supervision, training, and performance evaluation

Ability to:

- Plan, organize, assign, direct, review and evaluate activities of the department and assigned personnel
- Select, train, motivate and evaluate staff
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to department activities
- Analyze department support needs and ensure prompt and efficient delivery of service, materials, and supplies

- Interpret, apply and ensure project compliance with applicable federal, state and local policies, procedures, laws, regulations, codes and ordinances.
- Effectively manage the planning, development and operations of the City's parks, recreation, venue rental and special event programs.
- Develop plans, schedule assignments, and determine specifications and cost estimates for assigned projects
- Negotiate and administer service contracts and prepare bid packages
- Use and apply principles and practices of budget preparation, financial principles, and administration
- Prepare clear, concise and accurate reports, correspondence and other written materials including bids and financial information
- Organize and prioritize a variety of projects and assignments in an effective and efficient manner; organize work, set priorities, and meet critical deadlines
- Establish maintain and foster positive and harmonious working relationships with those contacted in the course of work
- Coordinate division activities with other city departments and agencies
- 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 education and experience that provides the knowledge, skills and abilities may be qualifying. A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in Public and/or Business Administration, Recreation Administration, Landscape Architecture or Horticulture, or a related field, **AND**
- Five (5) years of increasingly responsible local government experience in recreation or public administration, parks or landscape maintenance or a related field, including at least two (2) years of supervisory experience.

GENERAL QUALIFICATIONS

License Requirements

A valid California Class C driver 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

Employees 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. Incumbent may be required to work various shifts on evenings, weekends, and holidays.

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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 2018

Updated: January 2020