



PARKS AND RECREATION MANAGER

DEFINITION

Under general direction from the Director of Parks and Recreation, manages, directs, plans, develops, and promotes and evaluates 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 of Parks and Recreation; ensures programs, events, and activities are in compliance with federal, state, and local mandates; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Parks and Recreation. Exercises general supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management-level classification with overall responsibility for managing all program activities within assigned areas, including but not limited to 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.

ESSENTIAL DUTIES

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 or recreation 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 and initial development plans.
- Develops long-term plans for City parks which respond to dynamic needs and provides a vision for future park improvements.
- Implements the Parks and Trails Master Plan, Trails Strategy, Action Plan, and other related documents in coordination with other City 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 members and contractors to ensure safety, cost effectiveness, aesthetics, and compliance with City policies.

- Coordinates and works with other City departments, non-profits, 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 plans of action, and determines the resources needed for programs.
- 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, ordinances, and applicable governing rules, regulations, and guidelines.
- Identifies, eliminates, and/or minimizes solutions, projects, 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 projects; exercises accountability for project results; interfaces directly with the management staff of City 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.
- 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 group and business, and other meetings; serves on various committees and task forces; makes presentations within assigned program areas.
- 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, comprehensive technical and statistical reports, and correspondence ensuring compliance with City and legislative guidelines; maintains a variety of records and technical data.
- Researches and analyzes pending legislation and identifies impacts to department programs and activities.
- Researches grant opportunities and prepares grant proposals; monitors and administers grants.
- Performs administrative and accounting duties; purchases new equipment, material, and supplies; reviews expenditure requests for approval; generates and submits reports and documentation; researches special projects and issues.
- Performs related duties as assigned

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program and budget development and administration, 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, and associated landscape including maintenance and repair.
- Principles and practices of public sector finance, budgeting, and accounting.
- Principles and practices of public administration, governmental budgeting, analytical methods and procedures, and office management principles and practices.
- Contemporary trends, recent developments, current literature, and sources of information related to project management, recreational arts, and event tourism programs.
- Operational characteristics, services, and activities of recreational, cultural, and community service programs.
- Practices of contract negotiation, preparation, and administration.
- Principles and practices of project management and project scheduling.
- Principles and practices of safety management and training.
- Occupational hazards and standard safety precautions necessary in the workplace.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, assign, direct, review, and evaluate activities of assigned department programs and 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 and recreation 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 material, 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.
- Respond to complaints or inquiries from citizens, City staff, and outside organizations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in recreation, business, public administration, or a closely related field;

AND

Five (5) years of increasingly responsible experience in recreation or public administration, parks or landscape maintenance, or a closely related field, which included at least two (2) years of supervisory experience.

Licenses and Certifications

Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; strength, stamina, and mobility to traverse uneven terrain, including climbing ladders, stairs, and other temporary or construction access points; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; and the ability to occasionally lift, carry, push, and pull materials and objects up to 40 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	July 2018
Revised	January 2020, November 2021
FLSA	Non-Exempt
Salary Schedule	Management/Range 17