

**PARKS AND RECREATION DIRECTOR**

(At Will)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.*

**DEFINITION**

To plan, direct, manage, and oversee the activities and operations of the Parks and Recreation department, including aquatics, recreation, parks, and transportation activities with other City departments and outside agencies; to provide highly responsible and complex administrative support to the City Manager; and to serve as a member of the City's Management Team.

**SUPERVISION RECEIVED AND EXERCISED**

This position receives general direction from the City Manager. Exercises direct and indirect supervision over management, supervisory, professional, technical, administrative, and non-regular staff within the Community Services Department.

**EXAMPLES OF DUTIES**

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

- Assume full management responsibility for all Parks and Recreation Department services and activities including all functions within the aquatics, recreation, parks and transportation divisions; recommend and administer policies and procedures.
- Manage the development and implementation of Parks and Recreation Department goals, objectives, policies, and priorities for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels; monitor, and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Plan, direct, and coordinate, through subordinate level staff, the Parks and Recreation Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and meet with management staff to identify and resolve problems.
- Direct and oversee the interpretation, amendment, and enforcement of codes and ordinances.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct, and implement changes.
- Select, train, motivate, and evaluate Parks and Recreation Department personnel; provide and coordinate staff training; work with employees to correct deficiencies; and implement discipline, and termination procedures.
- Oversee and participate in the development and administration of the Parks and Recreation Department budget; approve the forecast of funds needed for staffing,

equipment, materials, and supplies; approve expenditures, and implement budgetary adjustments as appropriate and necessary.

- Explain, justify and defend Parks and Recreation Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Parks and Recreation Department to other city departments, elected officials, outside agencies, and organizations.
- Provide staff assistance to the City Manager and City Council; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Provide staff support to assigned boards and commissions.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community services.
- Oversee citizen participation and front counter activities; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Operations, services, and activities of comprehensive aquatic, recreation, parks and transportation programs.
- Principles and practices of aquatics, recreation, and parks.
- Principles of transportation planning, maintenance, and management.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes; and regulations.

### Ability to:

- Plan, organize, direct, and coordinate the work of assigned staff.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services, and activities of a comprehensive parks and recreation program.
- Identify and respond to community and City Council issues, concerns, and needs.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems and identify alternative solutions; project consequences of proposed actions; and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Communicate clearly, and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Education:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a closely related field.

**Experience:**

Six years of increasingly responsible planning, maintenance; and management experience in aquatics, recreation, parks, and/or transportation, including three years of supervisory and administrative responsibility.

**License Requirement:**

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

<b>Classification</b>	<b>Adopted</b>	<b>Revised</b>	<b>Retitled</b>	<b>Class Code</b>	<b>FLSA Designation</b>	<b>Rep Unit</b>
Parks and Recreation Director	1995		2008 from Community Services Director	1003	Exempt	1

APPROVED: \_\_\_\_\_  
Human Resources Director

Date: \_\_\_\_\_