

DIRECTOR OF PARKS AND RECREATION

DEFINITION

Under general direction, plans, directs, and coordinates the activities of the Parks and Recreation Department including facilities and park maintenance, recreation programming, nutrition program and parks development and acquisition; implements policies and establishes procedures related to department functions; develops and administers the department budget; establishes and maintains liaison to the public; performs related duties as required.

CLASS CHARACTERISTICS

This position reports to the City Administrator and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Administrator. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Develops and implements policies and regulations relating to recreational activity, facility and park maintenance, park development, and nutrition services; ensures that policies are administered equitably.

Plans, directs, and coordinates the Parks and Facilities, Recreation and Nutrition Program division activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations; develops comprehensive plans to satisfy future needs for department services.

Plans, directs, supervises and coordinates the administration of the City's facilities and park maintenance activities; develops and oversees the monitoring of the budget for these activities.

Administers contractual agreements with school districts, other governmental agencies, and private organizations; manages park maintenance by administering contract services; maintains liaison with contracting agencies and service providers; ensures adherence with contract provisions.

Prepares and administers the budget for the Parks and Recreation Department.

Advises, and otherwise provides assistance to the City Administrator, the City Council, other City

personnel, other agencies, and the public regarding department related issues.

Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.

Represents the City, or delegates such authority, in relations with the community, advisory committees, local, county, state, and federal agencies, other Parks and Recreation departments, and professional organizations.

QUALIFICATIONS

Education and/or Experience

Any combination of formal and informal education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is: A Bachelor's Degree in parks, recreational, and leisure services or related field, preferably from a National Recreation and Parks Association accredited college or university is required; a master's degree in parks and recreation is preferred; and five (5) years of increasingly responsible professional experience in public recreation and community services which would have included experience in administration of a variety of community services programs and facilities development.

Knowledge, Skills, and Abilities

Extensive knowledge of the principles and practices of public recreation programs and community services; inter-governmental and private recreation and programs, facilities, and resources; related laws, ordinances, rules and regulations; community organization and methods for assessing and stimulating meaningful public interest and participation; role of citizen committees, organization of city government, and the effective methods of professional leadership within this framework; principles and practices of supervision. Considerable knowledge of the principles and practices of park planning, development, and maintenance.

Ability to plan, organize, and coordinate department activities; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships; supervise assigned staff.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certifications within the first six months. Certification through NRPA is preferred.

Receive satisfactory results from a background investigation, physical examination and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE: Category I, 1,3,4,5,6,7,8,12,18,19,20