

PARKS AND RECREATION DIRECTOR

DEFINITION

The position in this executive management classification is responsible for planning, developing and directing the parks and recreation facilities, activities and programs; planning and promoting new parks, recreation areas, landscaped areas, and facilities; ensuring City buildings are properly maintained; and providing highly responsible professional and technical staff guidance.

SUPERVISION EXERCISED AND RECEIVED

Supervises the Recreation Supervisors and General Services Superintendent (along with the Public Works Director). Reports to the City Manager.

ESSENTIAL AND IMPORTANT DUTIES

- Supervises and provides ongoing guidance to the Recreation Supervisors, General Services Superintendent, and Administrative Clerk.
- Develops and implements a comprehensive plan to maintain, improve, and enhance City-owned park sites.
- Develops and works with staff to implement comprehensive recreation program opportunities.
- Develops and implements the annual operating and five-year capital improvement budget for all parks and recreation programs. Keeps expenditures within the limits set.
- Staffs the Parks and Recreation Commission including preparation of staff reports and research.
- Maintains effective working relationships with staff members, athletic groups, and members of the public to address parks and recreation needs. Evaluates needs of the community for parks and recreation programs and facilities and develops needed services and programs.
- Responds to public concerns and complaints in a timely and appropriate manner.
- Ensures the ongoing maintenance of City buildings. Ensures the provision of quality building maintenance, service and custodial service appropriate to City and public needs and to the budgeted funds available. Oversees work schedules.
- Evaluates the effectiveness of preventive maintenance of motorized equipment and other fixtures in City buildings. Adjusts the program as needed to prevent deterioration of buildings and fixtures.
- Establishes general policies, reviews specific policies and procedures prepared by staff members, and approves all department policies, practices and operating procedures.
- Handles the requests for facilities use that require special attention. Resolves issues related to fees, damages and contract violations.
- Keeps current with changes in the practices and knowledge needed to provide efficient and effective park and recreation services and facilities.
- Maintains a competent and motivated work force by training, developing, disciplining and evaluating the performance of subordinates. Objectively and constructively evaluates the performance of subordinates, promptly apprising subordinates of how well they are performing and/or in what specific areas they should seek improvement.

- Provides technical advice to the City Manager, City Council, Parks and Recreation Commission, and other commissions and committees as directed. Prepares and submits clear and concise reports and recommendations.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of principles, practices and requirements of successful recreation programs; design and maintenance of park and recreation facilities; philosophy, trends, principles and techniques of community recreation and of parks enhancement; principles and practices of budgeting and financial administration; principles and practices of personnel administration.

Ability and skills to develop, motivate, manage and provide guidance to personnel. Advise on the acquisition, design, construction, and maintenance of recreation buildings, parks, recreation areas and facilities; prepare accurate and timely reports and analyses. Develop and direct park and recreation programs tailored to the City's needs; evaluate the effectiveness of department activities, and direct changes needed. Communicate clearly and concisely, both orally and in writing. Establish, maintain and foster cooperative working relations with diverse others contacted in the course of work; foster team work within the department.

EDUCATION AND TRAINING

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be five years experience of a progressively responsible nature in parks and recreation program management, including three years at a supervisory level, and a bachelor's degree from an accredited institution, with major course work in public administration, recreation administration, or a related field. A master's degree in public administration is desirable.

SPECIAL REQUIREMENTS

Speak clearly and understandably; ability to read; to reach; physical stamina and mental alertness to actively participate in evening meetings; hear voices and telephones.

LICENSES, CERTIFICATES AND REGISTRATION

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.