



PARKS AND RECREATION DIRECTOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under the administrative direction of the City Manager, is responsible to manage the acquisition, development and maintenance of all parks, recreation areas, parkways, landscaped areas and related facilities and building; to oversee the trimming and maintenance of all City trees and the administration of the City's tree ordinances; to plan, develop, coordinate and direct a comprehensive program of community recreation, cultural, athletic, social and human service programs; to provide highly responsible, professional and technical assistance; and to de related work as required.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Direct and participate in the development and implementation of goals, objectives, policies, procedures and priorities for the City and the Parks and Recreation Department.
- Approves all department policies, practices and operating procedures.
- Plan, direct and coordinate the work programs of the Parks and Recreation Department.
- Coordinate the work of the department with other City departments, City divisions, other groups and agencies and various vendors.
- Administer, operate and maintain existing parks and recreation areas and facilities and plan for the acquisition, development and operation of proposed facilities.
- Administer and operate the City street tree program, the City Street Tree Ordinance and the Urban Reforestation and Tree Protection Ordinance.
- Plan, promote, organize and supervise a comprehensive and diversified community recreation, cultural, athletic, social and human services program and administer these programs in the best interest of the entire community.
- Supervise recreation areas and facilities throughout the City that are required to meet the needs of the community's recreation and community services activities. Conduct activities, events and programs that will employ the leisure time for the citizens in a wholesome and constructive manner.
- Coordinate parks and recreation programs and plans for facilities with other City departments and divisions, community groups and schools, and others as required.
- Direct and establish procedures for tasks such as:
 - establishment and maintenance of files and records
 - the collection of fees and charges; preparation of forecasts of fees and charges
 - maintenance and operation of computerized program for street tree management
 - management of recreation program registration, activity and facility scheduling
 - management of maintenance records, contract administration and other similar responsibilities as required
- Plan and direct the selection, training, supervision and evaluation of department staff.
- Prepares the annual Parks and Recreation Department budget for review by the City Manager and Finance Director, then for approval by the City Council.
- Administers the annual budget as directed by the City Manager and Finance Director.

- Prepares reports, provides staff support and/or attends meetings of the City Council, City Boards and commissions; City committees, and other agencies and community groups as required.
- Provides staff to Park and Recreation Commission.
- Responds to the most difficult citizen service and facility use related complaints and requests.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: principles, practices and methods used in parks and recreation administration; in the management of programs and activities; and in facility acquisition and maintenance. Horticulture, landscape, park facility design and use. Street tree program operation and administration. Recreation, cultural, athletic, social and human service needs of all age groups. Record keeping and reporting procedures. Organizational principles and techniques of administration, budgeting and personnel management.

Ability to: develop and direct park, tree and community service programs tailored to the City's needs. Develop, motivate, manage and provide guidance to personnel; foster teamwork within the department. Advise on the acquisition, design, construction and maintenance of parks, recreation areas, buildings and facilities. Properly interpret and make decisions in accordance with appropriate laws, regulations and policies. Prepare detailed reports, plans and specifications and do reliable study and research as needed. Maintain liaison with various private and public agencies and deal successfully with the public and wit interested groups.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and Experience:

Education: Equivalent to a Bachelors degree from an accredited college or university, with major work in park and recreation management public administration or related field.

License/Certificates:

Possession of a valid and appropriate California Motor Vehicle Operators License.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Establish and maintain cooperative working relationships with all those contacted in the course of work; ability to enforce regulations with tact and firmness; to explain matters simply and patiently; ability to remain calm during emergencies and when talking to difficult citizens and t deal with people from different cultures diplomatically; to analyze situations and accurately and adopt an effective course of action; exercises good judgment at all times; sit for long periods of time at a desk or stand for a period of time at counter; walk short to medium distances occasionally; sufficient vision, hearing and stamina to perform the above functions; ability to speak and write clear and concise English. Prepare and present report at public meetings and respond to questions.

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 PARKS AND RECREATION DIRECTOR
 DEPARTMENT HEAD UNREPRESENTED
 EXEMPT
 JUNE 1996