

DIRECTOR OF PARKS & RECREATION

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction of the City Manager, plans, organizes and directs the activities of the City's Parks and Recreation programs; and does other related work as required.

CLASS CHARACTERISTICS

This is a one-position class, which functions as a Department Head and has full responsibility for budgeting, staffing and recommending policy affecting the City's Parks and Recreation programs. The incumbent receives general direction from the Parks and Recreation Committee consisting of two elected Council persons within a framework of established policies and guidelines. Direct supervision is administered by the City Manager. The incumbent may work on a part-time or full-time basis and the assigned salary is adjusted to reflect the incumbent's hours.

EXAMPLE OF DUTIES

- Plans, directs, coordinates the City's Parks and Recreation activities in accordance with City policies and City Council direction; develops and recommends the department's budget, staffing, equipment and services;
- Develops various program guides, publications, and marketing material relative to the City's Parks and Recreation programs.
- Manages City recreation activities such as pool operations and staffing, soccer, baseball and other sports; develops specific recreation programs for specific groups depending on community needs; performs community assessments on recreation needs;
- Coordinates and supervises maintenance activities with appropriate City and other resources to keep the City's parks and recreation areas in good condition; trains and supervises assigned staff, including providing performance evaluations, hiring/terminating recommendations and motivational activities;
- Provides support to Parks and Recreation Committee; maintains committee and department priority listings; seeks policy direction from Committee and City Council as appropriate; recommends to Committee new programs, ideas and use of resources; prepares department's budget; meets with community organizations to promote City parks and recreation activities.

ESSENTIAL POSITION FUNCTIONS

1. Percent of time spent attending meetings, research, reading and deskwork - 60%
2. Percent of time spent operating the following equipment - 40%
 - a. Personal computer and printer - 15%
 - b. Telephone - 20%
 - c. Fax machine and copy machine - 5%

MINIMUM QUALIFICATIONS

Knowledge: Community activities relative to the use of parks and recreation programs; community resources to promote recreation programs; knowledge of preparing a budget, maintaining financial records and current principles and practices of basic supervision.

Ability to: Run successfully, the City's Parks and Recreation programs and facilities; plan, direct and supervise the Parks and Recreation Department; communicate clearly and concisely both orally and in writing; develop and maintain effective working relationships at all levels of the organization; plan, develop and maintain a budget; operate a PC and appropriate software; work with the public in a cooperative manner.

Education and Experience: Any combination of education, training and experience which would demonstrate the possession of the above knowledge and ability.

Special Requirements: Must possess a valid California driver's license.