



Director of Parks and Recreation

Department/Division:	Parks and Recreation
Reports To:	City Manager
Provides Direction To:	Recreation Manager, Facilities Maintenance Manager, Landscape Maintenance Manager, designated administrative support staff
Date Updated:	June 29, 2022

GENERAL PURPOSE

Under general direction, plans, oversees, and directs the services of the Parks and Recreation Department, including related facility capital improvements, maintenance and repair; directs staffing budget, and policies of the department; participates as a member of the Executive Management Team; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Director of Parks and Recreation is responsible for all departmental operations, including staffing, budgeting, policy-making, and strategic planning processes. This position reports to the City Manager and is distinguished from the division managers who are accountable for managing the daily activities of their respective divisions. This position also exercises greater policy and decision-making authority over the entire department and oversees a larger number of supervisory and management level jobs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Provides direction and professional advice to support division managers and directs their selection, training, development, evaluation, compensation, and discipline.
2. Develops, implements and evaluates plans, policies, systems and procedures, and staffing to achieve annual departmental goals and work standards related to parks, recreation facilities and community services.
3. Develops annual department budget and strategic plan, including the asset management plan; analyzes and controls budget expenditures to ensure cost-effective and efficient delivery of public services; evaluates grant opportunities and oversees the submission of grant applications and performance reports.

4. Prepares specifications, solicits bids, evaluates proposals and makes recommendations for awards of Department capital improvement projects and service contracts; ensures compliance with contracting and procurement guidelines.
5. Inspects and evaluate community park and facility needs; attends recreation activities and events to evaluate and critique events and make organization recommendations; promotes departmental services through marketing and publicity programs.
6. Advises and supports the City Manager's Office and City Council and serves as liaison to the Parks and Recreation Commission and Senior Commission, and represents the department in policy matters; attends City Council meetings.
7. Solicits community input through the Golf Advisory Committee, City Council Ad Hoc Committees and the Equestrian Commission.
8. Serves as the main point of contact and provides customer service to the School District, Chamber of Commerce, vendors, and contractors.
9. Seeks out and develops partnerships with civic groups, sports organizations, vendors, and educational institutions to pursue contractual or collaborative relationships that improve recreational services to the community.
10. Plans, schedules, and evaluates departmental programs and projects.
11. Monitors and keeps informed of current trends in the parks and recreation industry, evaluates their impact on departmental operations and recommends policy and procedural improvements to increase efficiency.
12. Participates as a member of the Executive Management Team.

QUALIFICATIONS GUIDELINES

Knowledge of:

Modern principles, practices and trends of park planning, park maintenance, and community services and programs; recent developments, current literature and sources of information related to community services, planning and administration; principles of design, construction, and maintenance of public facilities; purchasing practices related to equipment and supplies; pertinent federal, state and local laws, regulations, and codes; work planning processes and organizational methods; principles of management and strategic planning; budgetary practices; supervisory principles and leadership techniques.

Ability to:

Operate a computer terminal and use word processing, spreadsheet, database applications; recommend and implement goals, objectives and practices for providing effective programs; manage and administer a variety of projects concurrently; plan, organize and implement department goals, budgets, staffing, policies and operating

practices; prepare clear, concise and complete reports and correspondence; make public presentations; manage the selection, training, evaluation and disciplining of departmental staff; establish and maintain cooperative working relationships with staff, supervisors, management, commissions, community groups, governmental bodies, City Council members, the media, and the public.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree in Recreation Administration, Landscape Architecture, or a related field.

Experience: Ten or more years of progressively responsible experience in parks, recreation and community services programs, including maintenance, or facility development, and including three years in a supervisory or administrative capacity.

Licenses/Certificates/Special Requirements:

A valid Class C California Driver's License and the ability to maintain insurability under the City's vehicle insurance policy.

Ability to work extended hours in order to attend meetings, conferences, events, and other functions on behalf of the City, including evening and weekend hours.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to work special work hours. The position occasionally stands, walks, climbs stairs, and accesses uneven surfaces to oversee construction and development projects related to parks and community services. The position occasionally lifts and carries records and documents weighing 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public, including occasionally dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions; the noise level is usually quiet. Occasional driving is required to visit community services facilities and construction sites and to attend business, community and public meetings.