



JOB TITLE: Parks and Community Services Director

DEFINITION

To plan, organize, and direct the development, construction and maintenance of the parks system and public grounds and community services for City residents of all ages; to provide advice and consultation to the Recreation and Parks Commission, City Manager and City Council regarding the effective provision of community and parks services; and to serve as Secretary to the Recreation and Parks Commission.

DISTINGUISHING CHARACTERISTICS

This job class functions at a Senior Management level of classification and is responsible for the effective administration of a major department which includes parks and community services.

SUPERVISION RECEIVED AND EXERCISED

- Receives executive direction from the City Manager
- Exercises direct supervision over the Assistant Director of Parks and Community Services, Parks Services Manager, Recreation Superintendent, Division Managers, and may directly supervise other staff

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to the following:

- Plans, organizes, directs, and coordinates the activities, operations, and programs of the Parks, Recreation, Neighborhood Services and Special Events Divisions
- Serves as liaison/advisor to Recreation and Parks Commission, City Council, City Manager and others as assigned
- Analyzes community needs to determine a program of community services and parks design, construction and maintenance as appropriate; prepares and presents recommendations to Recreation and Parks Commission, City Manager and City Council
- Oversees selection, assignment, and evaluation of recreation and parks division staff; provides supervision, training, and work coordination to include superintendents, managers, supervisors and others
- Negotiates agreements and contracts with community groups, government agencies, and individuals
- Prepares grant applications and administers grant programs
- Develops the Parks and Community Services budget; approves, monitors and coordinates expenditures
- Develops and implements a variety of recreation programs to provide a broad scope of leisure activities
- Confers with City departments regarding facility use, design and construction, maintenance, and scheduling
- Promotes Parks and Community Services Department programs; meets with community groups and school district officials to provide information, determine needs, and establish cooperative programs

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- Performs related duties similar to the above in scope and function as required

- Evaluates employees directly supervised
- Maintains close and effective working relationships with the management staff of other City departments
- Oversees the selection of staff; provides for their training and development; reviews and approves performance appraisals and recommendations for disciplinary action, wage and salary actions, promotions, and related employment actions
- Analyzes complex parks and community services issues and problems; evaluates alternatives; and develops and implements effective courses of action
- Prepares and makes presentations to the City Council and the Parks and Recreation Commission
- Formulates, evaluates and implements departmental operating policies and procedures
- Receives, investigates and resolves difficult and complex complaints and requests
- Represents the Parks and Community Services Department and maintains close and effective working relationships with officials of other agencies, recreational organizations and community services groups
- Ensures that all customer service and safety regulations are communicated to department staff and followed
- Reviews and recommends appropriate fee adjustments for recreational services
- Develops and directs an ongoing training and staff development program for departmental personnel

EMPLOYMENT STANDARDS

Knowledge of:

- principles and practices of management in a diverse organization, including organization and management of work, effective delegation and supervisory practices, staff team-building and development, and personnel administration
- philosophy, principles, and techniques of providing comprehensive public recreation and leisure services programs
- parks and recreation needs of the local community
- development and use of community recreation and parks facilities
- community organizations
- principles of municipal finance; methods and techniques of budget development and administration

Ability to:

- plan, organize, coordinate and manage at an executive level skill, including long range staff planning, organizational development, forecasting, benchmarking, etc.
- provide for supervision, training and staff development, and appraisal of staff performance
- make effective presentations to elected and appointed officials, city executives, the general public, community and neighborhood groups, business owners, and other governmental bodies
- direct the preparation of and prepare a variety of comprehensive reports, grant applications, correspondence
- prepare and manage the departmental budget, including accounting for fee revenues

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- sit at a desk and in meetings for long periods of time on a continuous basis
- intermittently bend and twist to reach equipment surrounding desk, to get in and out of an automobile and perform simple grasping and fine manipulation
- use a telephone and voicemail system
- correctly use a personal computer and basic applications of word processing and electronic mail in a networked Windows environment
- drive an automobile

- assess community recreational needs and develop programs to meet those needs
- prepare departmental budget and control expenditures
- develop and administer grant programs
- tactfully and courteously deal with community organizations and representatives of other government organizations in the development of recreation and leisure service programs
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contracted in the performance of required duties

LICENSE

- Possession of a Class C California Driver's License and a safe driving record.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's Degree in public recreation or a closely related field and broad and extensive work experience in the development and administration of public recreation and leisure service programs, including at least four years in a management or supervisory capacity