



JOB TITLE: ASSISTANT PARKS AND COMMUNITY SERVICES DIRECTOR

DEFINITION

To assist the Director in planning, organizing and directing a comprehensive parks, recreation and neighborhood services program for City residents of all ages; and to provide advice and consultation to the Parks and Recreation Commission, City Manager and City Council regarding the effective provision of Parks and Community Services. This position will manage and oversee programs including but not limited to cultural activities, recreational and neighborhood services programs.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive administrative direction within a framework of general guidelines, goals and objectives. Employees in this job class function at the Senior Management level of classification and exercise supervision over subordinate supervisors. This position is responsible for providing general assistance in the administration of the Parks and Community Services Department.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Department Director
- Exercises supervision over Managers, Supervisors, Coordinators, Clerical Staff, Program Specialists, Senior Recreation Leaders, contract employees, and volunteers.

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

- Plans, organizes, directs and coordinates the activities, and operations of the Recreation and Neighborhood Services Divisions of the Parks and Community Services Department
- Analyzes community needs to determine appropriate programs; prepares and presents recommendations to Department Head, City Manager, Parks and Recreation Commission, and City Council
- Plans, organizes, directs and coordinates the operations of recreational, neighborhood and community-wide programs, activities and special events
- Assists in selection, assignment, and evaluation of department staff; provides supervision, training, and work coordination to include superintendents, managers, supervisors and others.
- Prepares performance appraisals and recommendations for disciplinary actions, wage and salary actions, promotions, and related employment actions
- Negotiates agreements and contracts with community groups, and individuals
- Prepares division and appropriate capital improvement budgets and monitors expenditures
- Assists in the development of Parks and Community Services Department budget; approves, monitors and coordinates expenditures
- Interfaces with community service agencies providing assistance to community; meet with schools, businesses, governmental officials and citizens to assure that programs and activities are meeting the changing needs of the community
- Develops a comprehensive marketing strategy for program areas, and prepares press and media releases in English and Spanish
- Makes presentations and may serve on a variety of committees
- Assists in the development and implementation of policies and procedures and other general administration for the Department
- Functions as the Department Head in the absence of the Director

EMPLOYMENT STANDARDS

Knowledge of:

- principles and practices of directing and implementing a wide variety of recreational, educational and cultural activities
- principles and practices of directing and implementing a wide variety of neighborhood service activities and the development of programs through neighborhood participation
- principles and techniques of supervision including staffing, employee development, planning and organizing work
- general administrative practices including budget management and contract administration
- public relations including public information programs, and promotional techniques
- principles and practices of working with groups and volunteers

Ability to:

- plan, organize, coordinate, and manage at a Senior Management level, including long range staff planning, organizational development, forecasting, benchmarking, etc.
- communicate with government officials, employees, agency leaders and community volunteers
- develop marketing plans and implement participation strategies for assigned programs
- make presentations to City Council, Commissions, Boards, and community groups
- prepare accurate reports, correspondence, and media releases
- sit at a desk and in meetings for long periods of time
- intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation
- see adequately to read text, correspondence, and fine print
- use a copy machine, calculator, telephone, and write or use a keyboard
- work indoors using near vision for prolonged periods
- use a telephone
- drive an automobile
- effectively and tactfully communicate in both oral and written form
- plan, organize and supervise work, including providing for employee training and development and appraisal
- establish and maintain effective work relationships with those contacted in the performance of required duties

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:

- Completion of advanced educational study in public recreation, social work, or public administration or closely related field and broad and extensive work in the development of community service programs, including at least three years in a management or supervisory capacity.

SPECIAL REQUIREMENTS

- Bilingual/Biliterate highly desirable.
- Must be available to work evenings, weekends, and some holidays, as required.

LICENSE

Possession of a valid Class C driver's license and a safe driving record.