



Director of Parks and Recreation

DEFINITION

Under general administrative direction, plan, direct, manage, and oversee the activities and operations of the Parks and Recreation Department including parks, recreation, facilities, and landscape services; coordinate assigned activities with other City departments and outside agencies; and provide highly responsible and complex administrative support to the City Administrator.

SUPERVISION RECEIVED

Reports to the City Administrator.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Parks and Recreation Department services and activities including parks, recreation, facilities, and landscape services.

Manage the development and implementation of Parks and Recreation Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Parks and Recreation Department to other City departments, elected officials, and outside agencies; explain and interpret Parks and Recreation Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Parks and Recreation Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, and coordinate the Parks and Recreation Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Parks and Recreation Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Parks and Recreation Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Administrator and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Parks and Recreation programs, policies, and procedures as appropriate.

Prepare grant requests for submission to state, federal, and private foundations.

Develop capital project specifications and bid documents; oversee and supervise capital project construction.

Ensure compliance with policies regarding the care and protection of street trees.

Administer the preparation and construction of a master plan for Parks and Recreation.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks and recreation.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of comprehensive parks and recreation programs.

Organization and management practices as applied to the analysis and evaluation of parks and recreation programs, policies, and operational needs.

Modern and complex principles and practices of parks and recreation program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Parks and Recreation Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient parks and recreation services.

Plan, organize, direct, and coordinate the work of supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

Prepare clear and concise administrative reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of parks and recreation goals.

Research, analyze, and evaluate new parks and recreation service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to parks and recreation programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

Ten years of responsible parks and recreation experience including five years of management and supervisory experience.

Training:

Bachelor's degree from an accredited college or university with major coursework in recreation, public administration, business administration, or a related field. A Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a Certified Parks and Recreation Professional (CPRP) certification is highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective date: October 2003

Revised: June 2007; February 2009