

PARKS AND RECREATION DIRECTOR

\$57.8754 - \$73.8653 Hourly

\$114,361.79 - \$145,957.84 Annually

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

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Parks and Recreation Department, including childcare, day camp programs, preschool programs, teen services, sports activities/leagues, senior citizen services, aquatic programs, recreation classes, facility rentals, and community events; to coordinate activities/programs with other divisions; outside agencies and the general public; and to provide highly responsible and complex staff assistance to the City Manager

SUPERVISION RECEIVED AND EXERCISED

The Parks and Recreation Director receives general direction from the City Manager or designee. This classification provides supervision to full-time, part-time and seasonal employees, as well as contractors and volunteers.

ESSENTIAL FUNCTIONS: *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assume full management responsibility for all Parks and Recreation Department services and activities including all functions within the department.
- Manage the development and implementation of Parks and Recreation Department goals, objectives, policies, and priorities for each service area.
- Establish, within City policy, appropriate service and staffing levels; monitor, and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Plan, direct, and coordinate, through subordinate level staff, the Parks and Recreation Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and meet with staff to identify and resolve problems.
- Direct and oversee the interpretation, amendment, and enforcement of codes and ordinances.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct, and implement changes.
- Select, train, motivate, and evaluate Parks and Recreation Department personnel; provide and coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures.
- Oversee and participate in the development and administration of the Parks and Recreation Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditure, and implement budgetary adjustments as appropriate and necessary.
- Staff liaison to the Community & Library Services Commission
- Explain, justify and defend Parks and Recreation Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Parks and Recreation Department to other city departments, elected officials, outside agencies, and organizations.

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- Provide staff assistance to the City Manager and City Council; participate on a variety of committees; prepare and present staff reports and other necessary correspondence.
- Provide staff support to assigned boards and commissions.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and community services.
- Oversee citizen participation and front counter activities; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive municipal parks and recreation program.
- Principles and practices of aquatics, facility management, facility rental, parks management, before and after school child care programs, activities and programs for youth and seniors and general recreation programs and classes.
- Principles and practices of program development and administration.
- Marketing theories, principles and practices and their application to recreation and community services.
- Principles of municipal budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of customer service.
- Modern office procedures, methods, and equipment including computers.
- Principles of most Sports Programs or activities

Ability to:

- Plan, organize, direct and coordinate the work of assigned staff;
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Lead and direct the operations, services, and activities of a comprehensive parks and recreation program.
- Identify and respond to community and City Council issues, concerns and needs.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems and identify alternative solutions; project consequences of proposed actions; and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret and explain City and Department policies and procedures.

Experience and education/training guidelines:

Education

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A Bachelors degree or equivalent from an accredited college or university with major course work in recreation, physical education, business administration or a related field.

Experience

Six years of increasingly responsible planning and management experience in aquatics, recreation and parks including supervisory and administrative responsibility.

Other requirements:

- Must possess a valid California driver’s license.
- Must receive fingerprint and background clearance.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; office environment; work at a centralized public counter; exposure to computer screens, noise; heavy public contact. Must be able to attend off-hours meetings or events or work long hours as required.

Physical Conditions:

Must possess mobility to work in a standard office setting, to inspect City parks and recreation areas, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee’s Signature

Date

Supervisor’s signature

Date