

PARKS, RECREATION & LIBRARIES DIRECTOR

DEFINITION

To plan, organize, direct and review the activities and operations of the Parks, Recreation and Libraries Department including recreation and library program administration, as well as the construction, maintenance, and acquisition of all open space, parks, libraries, golf courses, recreation areas, parkways, landscape areas, street and park trees, and related facilities and buildings; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to an Assistant City Manager. This is an unclassified position in which the incumbent serves at the will of the City Manager.

DISTINGUISHING CHARACTERISTICS

The Director of Parks, Recreation & Libraries is a department head responsible for directing the activities of the Department of Parks, Recreation & Libraries. The incumbent exercises considerable judgment and discretion in the administration and direction of the department and its operations. This is an unclassified position in which the incumbent serves at the will of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from an Assistant City Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support personnel.

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

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council, City Manager, Parks and Recreation Commission, Library Board, Planning Commission and Project Review Commission; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the Department's work plan to include long-range plans to meet community needs; plan and direct the design and development of new facilities and programs, and improvements to existing facilities and programs; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Parks, Recreation & Libraries budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices and methods used in parks, recreation and library administration and management.

Principles and practices of program and facility acquisition and maintenance.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

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

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Plan, direct and control the administration and operations of the Parks, Recreation and Libraries department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff report and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

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

Interpret and apply City and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Seven years of increasingly responsible experience in parks, recreation and library program administration, including three years of administrative and management responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university. Major course work in public administration, recreation or park administration, business administration, horticultural, forestry or a related field is preferred.

License or Certificate

Possession of a valid California driver's license by date of appointment.

08-27-15

08-08-14

08-25-12

12-05-09 Parks, Recreation & Libraries Director

01-25-05 Classification Eliminated

06-28-03 Parks, Recreation and Libraries Director

09-02-98

08-29-92

10-01-88

07-01-79

10-30-73 Parks and Recreation Director

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-65

-64 Director of Parks and Recreation