

PARK MANAGER

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DEFINITION

Under general direction of the Recreation and Park Director and Assistant Recreation and Park Director, the Park Manager provides high-level leadership and management of the City's park system. This includes planning, organizing, and directing operations, maintenance, facility management, community programming, capital improvements, and environmental stewardship for all City parks, open spaces, and recreational facilities. This position balances hands-on operational oversight with long-range planning, budgeting and policy leadership; performs other related work as required.

DISTINGUISHING FEATURES

This position is distinguished by responsibility for a citywide parks portfolio of ~35 parks and open space sites, totaling approximately 300 acres, including neighborhood parks, athletic fields, waterfront access, trails, and specialized amenities. The role manages a \$5-10 million operating and capital budget, supervises 15 full-time staff plus seasonal employees, and serves as a key policy advisor on parks, open space, and recreation matters. This position requires strong operational knowledge combined with strategic planning, public engagement, and interdepartmental coordination.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Plans, coordinates and supervises the work of operational units engaged in the operation and maintenance of parks, playgrounds, landscaped areas, open spaces, waterfront access, trails, and related buildings and facilities including landscaping, turf care, tree maintenance, irrigation systems, playground safety, and the care and maintenance of tools and equipment.
2. Develops and implements comprehensive maintenance programs for all parks, open spaces, and recreational facilities; establishes service standards; and estimates time, materials, staffing, and equipment needed for projects and ongoing operations.
3. Prepares, reviews, and administers contract specifications for maintenance, construction, capital projects, and professional services; monitors the work of contractors assuring compliance with plans, specifications and City standards.
4. Coordinates activities of the Parks Division with other divisions, departments, consultants, community groups, regulatory agencies and regional partners to ensure effective delivery of services and alignment with City goals.
5. Assists in the planning, design, and development of new parks, open space areas, and recreation facilities; participates in selection of plantings, sustainable landscape features, and climate-adaptive design solutions.
6. Ensures adherence to and application of established safe work practices, procedures, and regulatory requirements; supports and implements safety training, risk management practices, and emergency response protocols.
7. Prepares a variety of studies, reports and cost analyses related to staffing, equipment, work methods, materials, operational procedures, and capital improvements; presents findings to City Council, Boards, Commission, and community groups as required.
8. Maintains various records including inventories, maintenance logs, asset management data, personnel information,

work programs and time-and-material records; ensures accurate documentation for budgeting, reporting, and compliance.

9. Develops, oversees, and evaluates division programs and initiatives such environmental stewardship, sustainability efforts, volunteer programs, community partnerships, disaster preparedness, and workforce development.
10. Prepares and administers the division's annual operating and capital budgets; monitors expenditures, revenue sources, grants, and cost recovery targets; and recommends budget adjustments based on operational needs .
11. Supervises, trains, mentors and evaluates assigned staff; oversees recruitment, performance management, and professional development for supervisors, field crews, and administrative personnel; promotes a culture of safety, equity, and innovation.
12. Serves as liaison to community groups, neighborhood associations, user organizations, and the Parks & Recreation Commission; responds to public inquiries, concerns, and complaints with professionalism and transparency.
13. Provides leadership in developing and implementing policies, procedures, operational standards, and long-range plans for the parks and open space system; recommends improvements in organization, technology, sustainability, and service delivery.

Other Duties:

1. Performs related duties as required.

WORKING CONDITIONS:

- Work is performed in both indoor office environments and outdoor field settings.
- Fieldwork may involve exposure to varying weather conditions such as heat, cold, wind, rain, or sun.
- Work may occur on uneven ground, slopes, landscaped areas, construction sites, and other natural or developed park environments.
- Exposure to noise, dust, pollen, chemicals used in park maintenance, and equipment operation may occur during field inspections.
- Work requires travel between City facilities, park sites, and meeting locations.
- The position may require attendance at evening, weekend, or holiday meetings, events, or emergency responses.
- The employee may be required to support or participate in emergency operations during storms, natural disasters, or incidents affecting parks and open spaces.

PHYSICAL DEMANDS:

- Sit, stand, and walk for extended periods to perform administrative tasks or field inspections.
- Reach, stoop, bend, kneel, or crouch while conducting site assessments or reviewing work in progress.
- Walk on uneven, sloped, or unstable terrain in outdoor park and open-space environments.
- Lift, carry, push, or pull materials and equipment up to 25 pounds on an occasional basis.
- Dexterity of hands and fingers to operate a computer keyboard and office equipment.
- Seeing to visually inspect facilities, read plans and documents, and observe site conditions. Hearing and speaking to exchange information and make presentations.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree in Parks & Recreation Management, Horticulture, Public Administration, Natural Resources, or a closely related field. Master's degree desirable. Additional relevant experience may be substituted for education on a year-for-year basis.

Experience: Six years of progressively responsible experience in parks or recreation management, including at least three years at a supervisory/managerial level. Experience with capital projects, budgeting, and contract administration. Experience in public agency setting preferred.

Knowledge

Knowledge of modern park management, maintenance, horticulture, forestry and facility operation principles and practices; public sector budgeting, financial analysis, procurement, and contract administration; construction methods; landscape design, irrigation systems, and capital project management; safe work practices, OSHA/Cal-OSHA requirements, and environmental regulations; sustainability, climate adaptation, ecology stewardship, and natural resource management.

Ability

Ability to effectively develop and administer park operations and maintenance programs; plan, organize, and direct complex operational and maintenance programs; develop and monitor budgets, contracts and project timelines; supervise, train and evaluate staff at multiple levels; analyze problems, evaluate alternatives and make sound recommendations; prepare clear, concise reports presentations and correspondence; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, public officials, contractors, departments, agencies and the general public; and set priorities, manage workload, and meet deadlines under varied conditions .

Other Requirements

CPR/First Aid required within 6 months of hire. Certified Park & Recreation Professional (CPRP/CPRE), Certified Arborist, or related certifications preferred. Possession of a State of California Pesticide Applicators License certificate and Certified Playground Safety Inspector (CPSI) is desired.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.