

## **ASSISTANT RECREATION AND PARK DIRECTOR**

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### **DEFINITION**

Under general direction, plans, organizes, directs, and manages assigned activities within the Recreation and Park Department; manages and directs day-to-day operations and administrative functions; coordinates operations with City departments, outside agencies and consultants while ensuring compliance with all applicable regulatory, operational, procedural and budget guidelines; performs other related work as required.

### **DISTINGUISHING FEATURES**

Work in this class is characterized by operational management of City recreation and park activities, functions, and services including both short-and long-range planning, and by the wide scope of administrative responsibilities including coordinating activities with other departments. It is distinguished from lower classifications by its oversight of, and leadership role in, overall department operations, with a focus on community parks, recreation, and special projects, and serving as a working second-level management position. It is distinguished from the Recreation and Park Director who functions as the Department Head and assumes direct leadership responsibility for all aspects of the Recreation and Park Department.

### **EXAMPLES OF DUTIES**

1. Plans, organizes, directs, and manages comprehensive Recreational and Parks Department services, programs, functions, and related activities, including special events, effective use of recreation area, facilities, and equipment, and maintenance, repair and development of City parks and landscaped areas.
2. Manages day-to-day administration, management and coordination of recreation and park divisions; assists and participate in the development, implementation and monitoring of the departments goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures as well as recommendations to revise policies and procedures, including those to meet legal requirements.
3. Coordinates assigned activities within the Recreation and Park Department and with those of other departments, consultants, and outside agencies and organizations; confers with and serves as liaison to other departments, agencies, public officials, professional groups, residents, and public and community-based organizations; makes presentations, provides information and assistance regarding Recreation and Park matters, policies and procedures; investigates and resolves problems including difficult and sensitive inquiries and complaints; represents the City to external stakeholders.
4. Manages, directs, organizes, and ensures provision of responsive, cost effective, innovative and proactive Recreation and Park programs and services; participates in the development and administration of contracts and other agreements.
5. Participates in the development of the department's work plan and assignment of work activities, priorities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures for overall effectiveness and develops new programmatic approaches.
6. Coordinates and directs the work of, and serves as mentor to, Recreation and Park professionals and other assigned staff; provides leadership in team building, responsible decision-making and problem-solving; works with staff to identify and resolve problems and correct deficiencies; identifies training needs and provides or coordinates staff training.
7. Directs, manages, and performs special projects; administers and performs general and specialized Recreation and Park activities.
8. Assesses community needs and develops and adjusts programs and activities; accordingly, plans for efficient use of labor, facilities, equipment, and materials.
9. Interprets, applies, and ensures compliance with various federal, state and local laws, regulations and ordinances; directs research, compilation, preparation, review and analysis of various routine and comprehensive studies.
10. Supervises and coordinates preparation of agendas and compilation of required reports and documents; reviews notices, minutes, and other materials; manages board, commission and committee activities; prepares and presents reports to the City Council.
11. Provides and coordinates staff and technical assistance to the City Manager, the Recreation and Park Director, the City Council and to various other boards, commissions, committees, and professional groups.

12. Assists in planning and developing recreation and park capital improvement projects.
13. Functions as Acting Department Head as required.
14. Develops and administers budgets for recreation operations and maintenance programs and related capital projects; develops grant applications for capital projects and various recreation and park programs.
15. Supervises, trains and evaluates assigned staff; oversees the hiring, training and orientation of new employees.

Other Duties:

1. Performs related duties as required.

**WORKING CONDITIONS:**

- Work in a standard office environment with frequent use of computers and other office equipment, and outdoor environment while inspecting facilities.
- Travel to various locations within and outside the City to attend meetings, inspect facilities, and oversee programs and projects.
- Occasionally work evenings, weekends, and holidays to attend community meetings, special events, or respond to emergencies.
- Interact with a wide variety of individuals including City staff, elected officials, community members, contractors, and partner agencies.

**PHYSICAL DEMANDS:**

- Frequently required to sit, stand, walk, talk, and hear.
- Occasionally required to reach with hands and arms, stoop, kneel, crouch, or crawl.
- Must be able to lift and carry materials and equipment weighing up to 25 pounds.
- Vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to operate a motor vehicle and travel to various locations.

**EMPLOYMENT STANDARDS**

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: Graduation from an accredited four-year college or university with major course work in recreation and park management, public or business administration or a related field.

Experience: Five years of broad management and supervisory experience in community recreation and parks, or public agency management and administration, including substantial supervisory experience.

Knowledge

Knowledge of the philosophy, objectives, trends, techniques and principles of a comprehensive municipal recreation services and park administration; modern and complex principles, practices and techniques of park development, parks and landscape maintenance, and arts, recreation, and leisure services activity administration, organization, and operation; principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets; and databases; state, federal and local laws and regulations related to recreation services and park management.

Ability

Ability to effectively and efficiently plan, organize, coordinate and direct all Recreation and Park Department activities; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; oversee development and implementation of a comprehensive municipal recreation and park program, and other leisure services activities; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; apply state, federal and local laws and regulations related to Recreation and Park Department management; interpret, apply and explain rules, laws, regulations, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgment; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgment; and establish and maintain effective working relationships with employees, public officials, community organizations and the general public; and supervise, train and evaluate assigned staff.

#### Other Requirements

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.