



JULY 2018
FLSA: EXEMPT

PARKS AND RECREATION DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, and manages a variety of recreation programs, sports programs, various recreational special projects, and summer programs on a year-round basis for participants of all ages; oversight for all functions and activities of the Parks and Recreation Department, including the development, operations and aquatics programming of the City pool; coordinates assigned activities with other city departments, officials, outside agencies and the public; fosters cooperative working relationships among departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex, professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management.

CLASS CHARACTERISTICS

This is a department head classification that oversees, directs, and participates in all activities of the Parks and Recreation Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services. This class serves as the City's professional expert on all matters related to the activities of the Parks and Recreation Department. Successful performance of the work requires knowledge of public policy, municipal functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Parks and Recreation Department programs, parks, facilities and services.

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; establishes, within City policy, appropriate budget, service and staffing levels.
- Plans, develops, implements and directs a broad recreational program of activities and services for children, youth, teens, adults and seniors.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies, directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates and directs department personnel; evaluates and reviews the work of staff for acceptability and conformance with department standards, including program and project priorities and performance evaluations; with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and the City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Maintains effective relations with a variety of community organizations, including the School District, parent support groups and the public; works closely with City staff to provide comprehensive recreation services to City residents and to solve a broad range of service delivery, community and administrative problems.
- Advises City Manager, appropriate commissions and committees and the City Council on aspects of recreation program and planning; presents and justifies proposed plans, plan revisions and recommendations.
- Surveys the community to determine recreation needs and implements programs to satisfy those needs.
- Prepares a variety of periodic and special reports related to recreation programs and activities; develops and writes manuals and instruction procedures.
- Ensures the safety of the City Pool, playing fields, playgrounds and other recreational facilities.
- Maintains accurate records and prepares a variety of periodic and special reports regarding program and event activities, including registrations and fees received.
- Plans, organizes, maintains controls, and evaluates through subordinate management staff, the City's recreational programs including youth and senior programs, adult and youth sports, aquatics, contract programs and special events.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes, evaluates proposals and recommends project award, coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other City departments, elected officials, non-profits and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Directs the development of grants, corporate sponsorships, donations and other fundraising programs to support services and programs.
- Participates in and makes presentations to the City Council, and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of parks and recreation and other services as they relate to the area of assignment.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of parks and recreation projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Methods and techniques of eliciting community participation in park and recreation issues.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the planning department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of community development programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major course work in recreation or a related field and seven (7) years of management and/or administrative experience in recreation program planning, pool management, administration and supervisory experience. A master's degree and public sector experience are highly desirable.

Licenses and Certifications:

- Possession of a valid California class C driver's license and a satisfactory driving record. Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates. Must possess a valid American Red Cross Lifeguard Training Certification. Must possess or obtains a certified Pool Operator's License prior to completion of the probationary period.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle and to visit various City, recreation, and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 35 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and may occasionally be exposed to hazardous substances. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.