

DIRECTOR OF PARKS & LEISURE SERVICES

DEFINITION

Under administrative direction, plans, organizes and directs the City's park/facility maintenance as well as leisure and library services; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a department director position and serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the City Manager.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below. Marginal duties are those which are non-essential job functions for this class.

1. Plans, organizes, and directs City park and facility maintenance, leisure and library services through subordinate management and supervisory personnel and oversees the operation of the Zalud House.
2. Works with community groups, school district, and representatives of educational entities on service issues; provides staff support to Parks and Leisure Services Commission and Library Board of Trustees; receives and investigates citizen complaints and concerns; promotes departmental programs and services.
3. Evaluates effectiveness of programs and services; implements improvements in accordance with established policies and procedures; develops program goals, objectives, and establishes departmental performance criteria and sets standards for evaluations.
4. Plans, monitors and coordinates budgets; reviews and approves revenue reports; acquires and administers grants; prepares bid specifications and monitors contract compliance.
5. Consults with City Manager on matter of departmental and community needs; provides staff support to City Manager, as needed; makes presentations to Council as directed.
6. Works in cooperation with other department management on special projects requiring technical expertise and advice in parks and leisure services, as well as other activities as needed.
7. Represents and supports the policies and procedures established by the City Council and City Manager.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in public administration or Recreation and parks administration and five years of management experience in professional recreation and park development of library services which included at least two years of supervisory and administrative responsibility or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles and practices of public recreation, library services, and park development and management; role of citizen commissions and committees; organization of city government; principles of public administration, management, and public relations; community problems, needs, and resources as related to recreation, library services, and park facilities; budget preparation, contract and grant administration and recreation financing.

Ability to:

Plan and direct work through others; establish and maintain effective working relationships with superiors, peers, subordinates, community leaders and the general public; make public presentations; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; analyze situations and resolve problems within established laws, rules, regulations, and policies; deal constructively with conflict and develop effective resolutions.

Special Requirements

Possession of, or ability to obtain a valid California Driver's License.

Physical Demands

Sitting, standing, walking, some stooping, and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs. such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level. Strength, dexterity, coordination and vision to use a keyboard and computer.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on a daily basis. Some travel by car may be required to attend meeting outside of normal business hours.

Date Adopted: August 6, 1996