

PARKS, TRAILS AND RECREATION DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages and provides administrative direction and oversight for all activities of the Parks, Trails and Recreation Department, including management of City recreation facilities and development and coordination of broad and diversified recreation programs and activities sponsored by and affiliated with the City; plans, develops, oversees construction and maintenance of, and promotes new parks and recreation facilities; fosters cooperative working relationships among City departments and various community and regulatory agencies; provides highly responsible and complex professional assistance to City management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general direction and supervision over management, supervisory, professional, technical, and clerical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This department head classification oversees, directs and participates in all activities of the Parks, Trails and Recreation Department, including recreational, athletic and social activities and special events for youth, teens, adults and seniors; and provides assistance to the City Manager in a variety of administrative, coordinative, analytical and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, 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 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 right 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.

- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the Parks, Trails and Recreation Department; establishes, within City policy, appropriate service and staffing levels; prepares and

administers the department's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implements budgetary adjustments as necessary.

- Assumes full management responsibility for all Parks, Trails and Recreation Department services and activities, including park design and improvements, management of City recreation facilities and development and coordination of broad and diversified recreation programs and activities sponsored by and affiliated with the City.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical and office support staff, directly or through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Explains and interprets Parks, Trails and Recreation Department programs, policies, and activities; negotiates and resolves sensitive, significant and controversial issues.
- Plans, directs and coordinates the Parks, Trails and Recreation Department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Parks, Trails and Recreation Department programs, policies, and procedures as appropriate.
- Surveys and assesses the recreation needs of the community; develops short and long term recreation objectives and goals; plans and develops specialized recreation programs for youth, senior citizens and adults; encourages and promotes community interest in recreational activities; works directly with community groups, organizations and individuals relating to recreation programs and activities; organizes, coordinates and manages special community events; recruits, trains, and works with community volunteers.
- Seeks federal, state, regional and local grants and other fund sources for recreational purposes.
- Develops and monitors a comprehensive preventive maintenance program for parks, athletic fields and recreation facilities, and recreation trails; ensures that parks and facilities are in a safe and attractive condition; coordinates maintenance needs and activities with those of the Public Works Department to ensure cooperative and efficient maintenance of landscaped areas.

- Oversees the collection of and reconciliation of fees and charges for programs, activities and facility rentals; investigates and resolves issues related to fees, damages and contract violations.
- Assists in and advises on the acquisition of pending and future parkland and the development of recreation facilities; represents the park and recreation interests of the City; prepares public information materials and press releases.
- Participates on and makes presentations to the City Council and a variety of boards and commissions; attends and participates in various committee, commission meetings and professional group meetings; stays abreast of new trends and innovations in the fields of parks operations and municipal recreational programs; represents the City in meetings with members of community, business, professional and governmental organizations.
- Prepares, reviews and completes various reports, including committee and commission reports, special management reports requested by the City Manager, City Council and various committees and commissions, and related documentation.
- Receives, investigates and responds to the most complex citizen complaints, inquiries and requests for services.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- 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 budgetary, contract administration, City-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Principles, practices and procedures related to municipal recreation program development and management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Geographic, socio-economic, transportation, political and other elements related to recreational facilities and programs.
- Computer applications related to the work.
- Applicable City, County, State, and Federal laws, regulations and ordinances.
- Modern office practices, methods and computer equipment; related software application methods and procedures.
- Techniques for effectively representing the City in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.

- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department and assigned program areas.
- Administering programs and the work of staff directly and through subordinate levels of supervision.
- Providing administrative and professional leadership and direction for the Parks, Trails and Recreation Department.
- Preparing and administering large and complex budgets; allocating limited resources in a cost-effective manner.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Selecting, training, motivating and evaluating the work of staff and training staff in work procedures.
- Conducting effective negotiations and effectively representing the City and the department in meetings with developers, governmental agencies contractors, vendors, and various business, professional, regulatory and legislative organizations.
- Effectively administering special projects with contractual agreements and ensuring compliance with stipulations; effectively administering a variety of City programs and administrative activities.
- Analyzing problems, identifying alternative solutions, project consequences of proposed actions and implementing recommendations in support of goals.
- Directing the maintenance of and maintaining accurate records and files.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Making accurate arithmetic, financial and statistical computations.
- Communicating effectively both verbally and in writing.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which 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 coursework in recreation management or administration, business or public administration, or a related field and five (5) years of supervisory or administrative experience in the management, coordination and support of parks and recreation

facilities, programs and activities in a municipal setting. Possession of a Master's Degree in a field noted above is desirable and may be substituted for one year of the required experience.

License:

➤ None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City parks and recreational facilities and sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work a varied schedule of hours, which may include evenings, and/or weekends, as needed; ability to pass a comprehensive background check.