

DIRECTOR OF PARKS AND RECREATION

Definition:

Under general administrative direction is responsible for all activities of the Parks and Recreation Department, including recreation programs and facilities, park and open space planning, management and development, cultural and special community events, and human services; serves as an advisor to the Parks and Recreation Commission and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by the Director of Parks and Recreation include the following:

Plans, organizes, directs and manages all activities of the Parks and Recreation Department to include recreation, social, youth and senior services, park and open space management, contract classes and excursions and sports and cultural facilities.

Coordinates Parks and Recreation activities with those of other departments as needed.

Advises the City Manager, City Council, the Parks and Recreation Commission and other City departments/divisions on issues pertaining to applicable Parks and Recreation issues.

Represents the City in Parks and Recreation issues before a variety of groups, the public and other agencies.

Develops, recommends, administers, interprets and enforces departmental policies and procedures and assists in the development and administration of the City's Parks and Recreation policies and regulations.

Selects and is responsible for the training, supervision and evaluation of all departmental staff.

Directs and participates in the preparation of a wide variety of studies, reports, contracts, agreements, requests for grants, agenda letters, correspondence, resolutions and ordinances.

Formulates, recommends and implements department goals and develops workload indicators to measure progress towards goals achievement.

In conjunction with the City Manager, formulates, recommends and implements goals and long-range plans for park and recreation services to meet community needs.

Makes Parks and Recreation Department budget recommendations and administers the expenditure of funds.

Manages and negotiates Parks and Recreation contracts.

Seeks, develops and makes recommendations on alternative sources of funding as appropriate.

Provides staff support to the Parks and Recreation Commission.

Makes applicable recommendations for the capital improvement program and for the purchase of materials, equipment and supplies.

Develops and evaluates special programs.

Reviews and analyzes a variety of materials, records, contracts, reports and other data and makes recommendation for change as needed.

Makes oral and written presentations.

Attends a variety of meetings and civic functions and represents the City.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries filled binders and other items weighing 15 pounds or less.

Inspects park/open space projects and Parks and Recreation facilities.

Class Characteristics:

Director of Parks and Recreation is a single incumbent department head class and is a member of the City's executive team. The Director of Parks and Recreation is appointed by and reports to the City Manager and has broad responsibility for the safe, effective and efficient administration of all department activities.

Contacts and Relationships:

The Director of Parks and Recreation supervises division managers and professional/administrative support staff and through them all Parks and Recreation Department employees. Director of Parks and Recreation establishes and maintains contact with and has continuing interaction with a variety of City staff to include City Council Members, the

City Manager and City department heads. Additional contact will occur with civic groups and representatives of other public and private agencies. Contact with the public will occur during some work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Municipal government and parks and recreation organization, administration and operations.

Principles, practices and methods used in parks and recreation, to include contemporary methods and techniques of municipal parks/open space, human services and fine arts facility development and management.

Special, social, political and economic trends and operational problems of park and recreation organizations.

Leadership and management theory and practices, effective supervisory techniques and public sector labor relations.

Municipal budget administration, capital improvement programs and revenue sources related to area assigned.

Principles and practices of grant request preparation and grant management.

Laws, codes, rules and procedures which apply to parks and recreation, procedures involved in the enforcement of same and related legal issues.

Goal-setting methods and the design of workload and performance indicators.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Effective methods of making oral and written presentations.

Computer applications related to the department assigned.

AND

Ability to:

Provide leadership for the City's Parks and Recreation Department staff and programs.

Formulate and administer an effective citywide park and recreation program.

Analyze problems and recommend and implement effective solutions.

Research, analyze and evaluate new and existing service delivery methods for park and recreation programs.

Select, train, motivate, supervise and evaluate staff.

Oversee public input processes related to park and recreation and build community consensus.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Meet with citizen groups and organizations, analyze and resolve complaints and make recommendations on requests for service.

Work within, interpret and apply applicable laws, City and department rules and regulations.

Establish and maintain effective relationships with those contacted in the course of work.

Resolve conflict situations in a fair and amicable manner.

Think clearly, logically and rationally under pressure, adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Prepare clear and comprehensive reports and make effective presentations.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Recreation, Management, Business Administration, Public Administration or a related field from an accredited college or university.

AND

Experience:

Eight years of recent, continuous, progressively responsible public parks and recreation experience, including some open space development experience and three years at the mid-management level or higher in an organization comparable to Fullerton in terms of the scope of activity.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs

The City of Fullerton's Conflict of Interest Code requires that the Director of Community Services file financial disclosure statements in accordance with state and local laws.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

A graduate degree or completed graduate level coursework in Recreation, Management, Business Administration, Public Administration or a related field from an accredited college or university.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors in an office environment with outdoor/on-site work as needed. When work is performed outdoors there may be exposure to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, grasps, sits, stands, walks, twists, bends and reaches and may kneel, crouch, climb stairs and inclines and lift and carry filled binders and other items weighing 15 pounds or less. When performing outdoors/on-site work the incumbent may walk and stand on slippery and uneven surfaces. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Executive.

Revised July 2006 and Title Changed from Director of Community Services
Revised December 2004
Revised January 1991