

CITY OF LOS BANOS

Job Description

POSITION TITLE	PARKS & RECREATION DIRECTOR
DEPARTMENT	PARKS & RECREATION
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MANAGEMENT

DEFINITION

To plan, organize, direct and review the activities and operations of parks and recreational activities; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over assigned management, supervisory, professional, technical, maintenance and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of programs and services, based on desired outcomes. Assess workloads, administrative support systems, and internal working relationships to identify opportunities for improvement.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Be responsible for the development of assigned personnel to ensure high quality and proficient level of service for the department
- Administer safety program by developing, implementing, and maintaining all safety activities for the department.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Maintain skills through continuing education and training.
- Attend various meetings, trainings, etc.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Supervise and participate in the development and administration of the Parks & Recreation Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Plan, organize, direct and evaluate all operations relating to parks and recreational; including the design, operation, construction, maintenance and repair of associated facilities.
- Prepare and implement long-range planning for parks and recreational systems improvements and needs of the community.
- Assist in the preparation of a variety of studies and reports relating to current and long-range City capital improvement needs and develops specific proposals to meet them; provide technical assistance to staff.
- Advise on problems related to the operation, construction and maintenance of City parks facilities.
- Review plans, engineering reports and budget estimates prepared by subordinates, outside consultants and other City departments.
- Prepares composite reports from individual reports of subordinates.
- Assist in the preparation of the Landscape and Lighting District Engineer Reports in coordination with other Departments.
- Evaluates parks and recreation needs and formulates short- and long-range plans to meet needs in all areas of responsibility.
- Direct the maintenance services for all recreation facilities to ensure the safety and security of users
- Supervises the review of private project development plans for compliance with codes, regulations, and standards adequacy of applications for permits and compliance with approved plans as it pertains to parks.
- Assist with and negotiate with developers and other public agencies for dedication of land or fees for park purposes
- Assist with special projects such as tourism promotion and community marketing efforts.
- Provide advisory support to the Parks & Recreation Commission and the Tree Commission and act as liaison to other citizen committees, community agencies and governmental agencies to facilitate land conservation, park development and the delivery of recreation programs and services
- Adjusts errors and complaints.
- Perform other duties as assigned.

Knowledge of:

- Budgeting procedures and techniques.
- Pertinent local, State and Federal laws, rules and regulations.
- Modern office procedures and computer equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management, including management of contractual services.
- Principles and practices of supervision, training, and personnel management.
- Principles and practices of park maintenance and operations, horticulture and landscape maintenance.
- Principles and practices of recreational, senior services and related activity and program development and implementation.
- Personnel management principles and functions.

Ability to:

- Plan, direct and control the administration and operations of the Parks & Recreation Department.
- Organize and direct the Parks & Recreation Department activities.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and apply local, State, Federal, City and department policies, procedures, rules and regulations.
- Supervise, train, develop and evaluate personnel.
- Work independently.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Exercise independent judgment.
- Establish and maintain a high level of trust.
- Remain calm and focused during emergency operations.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and implement programs to meet the needs of the City.

- Effectively oversee multiple projects simultaneously while managing project costs, resources and schedules.
- Evaluate facility development needs and programs.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare, attend, and present staff reports at City Council, Commission, governmental agencies and community groups meetings.
- Organize, direct and implement comprehensive engineering programs.

MINIMUM QUALIFICATIONS

- Possession of a valid California Class C driver license.
- Bachelor's degree from an accredited college or university in Recreation Administration, Public or Business Administration, or a related field.
- Five (5) years of relatable job experience, with three (3) years of administrative experience and supervisory responsibility in the management of recreation facilities and multiple recreation and community programs.

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