



Director of Parks and Recreation

Department/Division:	Parks and Recreation
Reports To:	City Manager
Provides Direction To:	Recreation Services Managers, Executive Assistant
FLSA Exemption Status:	Exempt
Employment Exemption Status:	At-Will
Date Prepared:	August 20, 2014
City Council Resolution #	

GENERAL PURPOSE

Under general direction of the City Manager, directs, plans, organizes, budgets, controls and manages the activities of the Parks and Recreation Department, including recreation, parks, cultural arts, library services, and capital planning; instills ethical decision-making, public responsiveness, and innovation in the delivery of services; participates as a member of the Executive Management Team; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Director of Parks and Recreation is distinguished from the Recreation Services Manager by its accountability for department-wide programs, and greater policy-making, budgetary, supervisory authority, and broader interfaces with the City Council, Parks and Recreation Commission, Cultural Arts Commission, Library Commission, and other advisory and community groups.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Directs, plans, organizes, and controls inter-divisional operations for the Parks and Recreation Department and directs capital planning and the formulation and implementation of the department budget.
2. Formulates and evaluates department goals, objectives, programs, policies, and practices given community needs and available resources related to special populations, sports, aquatics, cultural arts, facilities and field use, special events, and transportation services.
3. Serves as staff liaison to the Parks and Recreation Commission and oversee staff that report to the Library Commission and, Cultural Arts Commission; research and develop agendas and staff reports.

ESSENTIAL FUNCTIONS (continued)

4. Analyzes the effectiveness of departmental practices, programs, and staffing and makes corresponding recommendations for improvement; considers appropriate utilization of regular and non-regular personnel and volunteers.
5. Selects, trains, motivates, and evaluates the work of staff; coaches and develops staff and considers succession planning needs; works with employees to correct deficiencies; recommends and implements disciplinary procedures in consultation with Human Resources Department.
6. Reviews community services and parks improvement projects with school districts, sports leagues, and inter-departmental and community representatives; creates committees and sub-committees and ad-hoc groups for advisory purposes and community support.
7. Organizes and promotes major community events such as Holiday Fireworks, Grand Prix Bike Race, Hometown Fair, and Charity Races.
8. Makes oral and written presentations to the City Council, school districts, commissions, community groups, and private representatives.
9. Communicates with not-for-profit agencies such as Little League, AYSO, Botanic Gardens, Historical Society, Lion's Club, Downtown Manhattan Business and Professional Association, Boy Scouts, and Girl Scouts; builds support for sponsorship and promotion.
10. Negotiates, institutes, and oversees general and professional services contracts.
11. Conducts site inspections to evaluate property and development conditions and to evaluate programs and services being provided.
12. Initiates fund raising campaigns and programs by working with a variety of sponsors, donors, and community groups; analyzes departmental revenue sources, including public and private grant revenues.
13. Participates as a member of the Executive Management Team.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles, practices and concepts of community services, including recreation, parks, cultural arts, sports, transportation senior citizens, library services, and general leisure services program management; parks construction planning, irrigation systems, and parks development; media and advertising programs related to community services; fundraising practices; principles of organization and theories of management; budgeting principles and practices; contract administration; principles and practices of public relations and employee supervision, evaluation and training; customer service practices.

Ability to:

Train, assign, direct, manage, organize and evaluate the work of departmental staff; establish and assess the effectiveness of departmental programs, policies and objectives in meeting community service needs; recommend improvements to increase departmental operating effectiveness; prepare clear and comprehensive written reports for review by management, City Council and commissions; analyze departmental revenues and expenditures and recommend budgetary allocations; make effective presentations to the City Council, City Manager, commissions and community groups; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, community groups, school districts, sports associations, contractors, vendors, City Council, and other public and private representatives; operate computer hardware and modern office equipment; use word processing, spreadsheet, graphics, and records management software.

Education/Training/Experience:

Bachelor's Degree from an accredited four-year college or university in Leisure Services, Recreation Management, Physical Education, or a related field is required. Ten years of professional and managerial experience involving recreation, parks, sports, social services and senior citizen programs is required. A Master's Degree in Recreation and Leisure Services, Public Administration, Human Services, Social Services, or a related field is desirable.

Licenses, Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours in order to complete projects, attend meetings, and accommodate City needs.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently and meet deadlines given interruptions; and interact appropriately with staff, management, City officials, contractors, vendors, public and private representatives, and others in the course of work.

WORK ENVIRONMENT

The employee frequently works in office conditions with controlled temperature settings.

The employee frequently attends meetings, functions, and other City events, including those held in evenings and weekend hours. The employee occasionally drives to project sites to evaluate developments and is exposed to loud construction noise, dust, and debris, traffic, and variable weather conditions.