

## CITY OF MADERA

### DIRECTOR OF PARKS AND COMMUNITY SERVICES

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under administrative direction, plans, manages, oversees and directs the operations and services of the Parks and Community Services Department which includes parks maintenance, facilities, recreation, golf course, senior services and transportation programs; coordinates activities with other City officials, departments, outside agencies and organizations; provides responsible and complex staff support to the City Council and City Administrator; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Director of Parks and Community Services** is a department head level class responsible for the overall administration and operation of the Parks and Community Services Department including parks maintenance, facilities, recreation and leisure programs, golf course maintenance and operations, senior services and transportation. This classification is distinguished from the next lower classifications of Parks Manager, Community Programs Manager, Recreation Programs Manager and Golf Course Superintendent by having overall responsibility for all parks, recreation, golf and senior services program activities for the City.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Administrator. Exercises direct and indirect supervision over professional, technical and office support personnel.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts full responsibility for all Parks and Community Services Department activities and services including activities associated with parks and facilities maintenance, recreation and leisure program activities, golf course operations and maintenance, transportation and a variety of services provided to seniors throughout the county.
- Develops, implements and maintains Parks and Community Services Department goals, objectives, policies and priorities for appropriate service areas; ensures that established goals and priorities are achieved.
- Plans, directs and coordinates the Parks and Community Services Department's work plan through appropriate department staff; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluate work methods and procedures; identifies and resolves problems and/or issues.

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- Reviews and evaluates service delivery methods and systems including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Oversees the selection, training and evaluation programs for all department personnel and program contractors; provides or coordinates staff training; identifies and resolves staff deficiencies; executes discipline and/or termination procedures.
- Inspects and evaluates the adequacy of existing parks, median maintenance, and grounds maintenance activities, community recreation and leisure services program components, golf course operations and maintenance, senior programs including social, leisure and nutritional services and prepares recommendations for budgets and grants; may oversee construction projects for facilities modifications or construction.
- Manages and coordinates the development of the Parks and Community Services Department's budget; monitors and approves expenditures; advises appropriate program personnel on budget matters; makes adjustments to the budget as is necessary; directs the collection of recreation related fees, charges and lease agreements for City facilities and parks.
- Provides staff assistance to the Parks and Recreation Advisory Community, Transit Advisory Committee, Council on Aging, Assessment Districts and other advisory commissions and boards as assigned.
- Meets with public groups, clubs, organizations and agencies to explain and promote recreational and senior activities and programs.
- Presents, justifies and defends programs, operations and activities; negotiates and resolves controversial program issues.
- Represents the Parks and Community Services Department to other departments and organizations; coordinates department activities with City programs and organizations.
- Serves as a resource for program personnel, assessment districts, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional, and community meetings as necessary; stays current on issues relative to the field of recreational services, seniors' programs and parks management; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard.

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Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Parks and Community Services**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of program administration experience in municipal recreation, leisure, senior services and parks activities, including at least three in a responsible management or supervisory capacity, and a Bachelor's degree in public administration, recreation administration or a closely related field.

### **License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

### **Knowledge of:**

Modern principles, practices and techniques of parks, recreation, golf course, senior services and transportation administration, organization and operation; common recreational and social needs of various age groups; principles and practices of parks and facilities operations and maintenance; principles of assessing senior citizens' needs and designing programs to meet those needs; principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs throughout the community; principles and methods of program planning and evaluation; participation; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; principles and practices of budget administration; occupational hazards and standard safety practices.

### **Ability to:**

Plan, direct, manage and coordinate the work of the Parks and Community Services Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; develop and administer a recreation and senior development program suited to the needs of the community; operate and maintain a variety of parks and sports facilities; plan, organize, coordinate and direct the development and implementation of recreation programs; properly interpret and make decisions in accordance with laws, regulations and policies; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate department personnel; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.