

CITY OF COVINA

DIRECTOR OF PARKS AND RECREATION

*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, manages, plans, organizes, coordinates, and directs the activities and operations of the City's Parks and Recreation Department, including comprehensive community parks, recreation, aquatics, cultural, athletic, childcare, senior, and human service programs; directs and participates in the development of long-range parks planning and construction project management; supervises, evaluates and participates in the work of personnel responsible for operation of the Department; ensures safe work practices and service quality; serves as a technical resource for assigned work personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Director of Parks and Recreation** is the administrative management level class responsible for the overall management of the City's Parks and Recreation Department, including youth and teen programs, senior services, and community events. Additionally, the incumbent is responsible for the planning, construction and maintenance of parks and community facilities. This classification is distinguished from the next higher classification of Assistant City Manager in that the latter has overall responsibility for assisting in the administration of all City Departments and operations.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager and/or Assistant City Manager. Exercises direct and indirect supervision over assigned staff.

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

- Accepts full responsibility for all Parks and Recreation Department activities and services, including planning and supervising comprehensive parks and recreational field, aquatics, youth, teen and senior programs, and cultural and community events.
- Develops, implements and maintains the Parks and Recreation Department's goals, objectives, policies and procedures; ensures that program goals are achieved.
- Determines long-range program plans and develops methods used in providing Parks and Recreation services.
- Plans, coordinates and reviews the work plan for assigned projects and responsibilities which may include coordinating services with various clubs, teams, leagues, and special events; responds to inquiries or requests for service from interested community groups and citizens; interprets City policy for community groups, commissions, advisory boards, and citizens; may provide staff assistance to

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advisory commissions and boards.

- Coordinates the selection and training of Parks and Recreation personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as appropriate; assigns work to assigned staff and personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.
- Oversees, coordinates, reviews, and makes necessary changes to the Parks and Recreation budgets submitted by Supervisors; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Supervises and participates in the design, preparation and distribution of Parks and Recreation publicity, including press releases, brochures, pamphlets, flyers, and printed schedules; represents the Department to the news media.
- Directs and participates in the long-range planning of parks and facility needs for new developments; serves as the Capital Improvement Project Manager for the construction of parks and community facilities.
- Provides staff assistance and technical support to assigned program activities and other City departments; conducts organizational and operational service delivery studies; makes recommendations to address and resolve identified service delivery issues.
- Manages and assists in the preparation of federal and state grants as well as seeking sponsorships, gifts and donations; gathers and interprets statistical and fiscal data and submits in report form.
- Assists in the planning and staging of community events and special programs.
- Prepares and submits a variety of reports and memoranda on a number of Parks and Recreation related subjects.
- Attends and participates in organizational and community meetings as necessary; prepares and presents reports to commissions and City Council; stays current on issues relative to Parks and Recreation; responds to and resolves community and organizational inquiries and complaints; establishes and maintains a customer service orientation within the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL 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. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and face-to-face service. The nature of

the work may require the incumbent to work outdoors in all weather conditions, including hot, wet and cold, and lift equipment and materials weighing in excess of 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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 Recreation**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of experience in the delivery of recreation or leisure time services at least four of which must have been at a management or supervisory level, and a bachelor's degree with major course work in recreation, public administration or related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of, or ability to obtain CPR and First Aid certifications.

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

Knowledge of:

Principles and practices of Recreation and Parks management; cultural and leisure needs of youth, teen and adult populations of the community; procedures for planning, implementing and maintaining a variety of recreation and leisure time activities and programs through community participation; principles and practice of pool operations; principles and practices of program administration, including budgeting, marketing, purchasing and program need forecasting; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage, and coordinate the work of the Parks and Recreation Department; design, develop and implement recreation and leisure programs suited to the needs of the community; analyze, interpret and explain Department policies and procedures; prepare and administer the Department budget; elicit community and organizational support for programs; identify and administer grants for particular program areas; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make

sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.