



## Director of Recreation and Community Services

### Definition

Under general direction, plans, directs, and coordinates City Recreation and Community Services including, disaster preparedness, neighborhood watch, block leader programs and services, Leadership 95014. Implements policies and establishes procedures related to department functions. Develops and administers the department budget. Drives staff development and culture. Establishes and maintains liaison to the public, including the Library contract. Prepares Park Master Plan. Acts as the City Manager as assigned.

This position reports to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City service. Incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The Director is expected to drive a culture of innovation and continuous improvement. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City, which at times may not have a direct impact on area of specialization.

### Typical Job Functions

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Develops and implements policies and regulations relating to department services. Ensures that policies are administered equitably.

Plans, directs, and coordinates the Recreation and Community Services Department activities and services. Develops procedures to conduct activities. Ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations. Develops comprehensive plans to satisfy future needs for department services.

Administers contractual agreements with school districts, other governmental agencies, and private organizations. Maintains liaison with contracting agencies and service providers. Ensures adherence with contract provisions.

Prepares and administers the budget for the department. Directs the forecast of additional budget for the department. Directs the forecast of additional funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures.

Advises, and otherwise provides assistance to the City Manager, the City Council, Commissions/boards, and other City personnel, other agencies, and the public regarding department related issues.

Selects department employees. Plans and organizes work. Develops and establishes work methods and standards. Conducts or directs staff training and development. Develops and implements succession planning. Reviews and evaluates employee performance. Executes disciplinary action.

Manages, supervises and participates in the preparation, development and evaluation of complex studies, reports and analysis related to department.

Represents the City, or delegates such authority, in relations with the Library Commission, Parks & Recreation Commission, Teen Commission, the community, advisory committees, local, county, state, and federal agencies, other Recreation and Community Services departments, and professional organizations.

Perform related duties as required.

### **Qualifications**

#### **Knowledge of:**

Principles and practices of public leisure programs and community services. Intergovernmental and private leisure programs, facilities, and resources. General knowledge of safety and disaster preparedness.

Principles and practices of municipal budgeting procedures and techniques.

General executive management principles and methods including goal setting, program development and implementation, program evaluation, and project management.

Principles and practices of supervision, training, coaching, and personnel management.

Pertinent Federal, State and local laws and practices related to recreation and community services.

#### **Ability to:**

Communicate clearly and concisely, both orally and in writing.

Foster a culture of innovation and efficiency driven by customer demand and community needs.

Research and prepare complex reports on a variety of subjects.

Establish and maintain effective relationships with the community at large, the City Council, and other public officials.

Plan, direct and coordinate City Recreation and Community Services including, disaster preparedness, neighborhood watch, block leader programs and services, and Leadership 95014, and manage a department.

Select, train, supervise and evaluate employees.

Represent the City in a variety of meetings.

Make decisions regarding operational and personnel problem situations in an effective manner.

Understand, explain and apply policies and management principles and practices.

Develop comprehensive plans to meet future City needs/services.

Deal constructively with conflict and develop effective resolutions.

Plan and enforce a balanced budget.

Develop new policies impacting department operations/procedures.

Interpret financial statements and cost accounting reports.

### **Education and Experience**

A bachelor's degree in Recreation, Sociology, Public Administration or a related field from an accredited college or university is required, and a minimum of five years of increasingly responsible management experience in public recreation and community services which would have included experience in administration of a variety of community services programs.

### **Licenses and Certifications**

Possession of a valid California driver's license.

FLSA: Exempt

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