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**RECREATION AND PARK DIRECTOR**

**DEFINITION**

Under general direction, functions as the administrative head of the Recreation and Park Department and is the final departmental authority in all matters of policy and operations; organizes and controls all recreation and park activities; plans and manages a comprehensive City recreation program and park system; acts as the City=s primary authority on recreation and park issues; performs other related work as required. This position is Civil Service exempt.

**DISTINGUISHING FEATURES**

This is a single-position classification at the top management level. The Recreation and Park Director is appointed by and reports directly to the City Manager, is a member of the City=s top management team and is responsible for all operations of the Recreation and Park Department. Various related functions may be assigned to the department depending on the needs and priorities of the City.

**EXAMPLES OF DUTIES**

1. Establishes the mission of the Recreation and Park Department through and in response to the assessment of community needs and desires.
2. Directs and participates in the development of goals, objectives, policies and procedures for the Recreation and Park Department.
3. Plans, directs, supervises and coordinates activities of Recreation and Park Department personnel.
4. Plans and directs a flexible comprehensive recreational program and related activities, including special events, special interest classes, park and playground programs, summer day camps, disabled and aquatic programs, for all segments of the community; evaluates program effectiveness and establishes program priorities.
5. Recommends the acquisition and directs the development of park and recreation areas and facilities.
6. Directs and controls operations and maintenance programs at park and recreation areas and facilities.
7. Plans, directs, conducts, and/or reviews studies and reports.
8. Oversees provision of staff support to assigned boards and commissions including the Recreation Commission, Mastick Senior Center Advisory Board, and the Golf Commission
9. Confers with other departments, agencies, public officials, residents, and public and community-based organizations regarding recreation and park issues; makes presentations on recreation and park projects, programs and activities.
10. Participates in City management staff meeting with other Department Heads; discusses and reviews overall City problems and priorities; may serve on special task forces or direct the conduct of projects having a general City-wide impact.
11. Oversees preparation and administration of operating, enterprise, and capital budgets, and fund raising programs and funding sources.
12. Responsible for the supervision, training and evaluation of Recreation and Park Department personnel.

**EMPLOYMENT STANDARDS**

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major course work in recreation or park management, public or business administration or a related field.

Experience: Ten years of broad and extensive experience in all major phases of community recreation and park management including at last five years of responsible management experience.

Knowledge

Knowledge of the philosophy, objectives, trends, techniques and principles of recreation services administration; modern park and recreational facilities management principles and practices; state, federal and local laws and regulations related to recreation services and park management.

Ability

Ability to effectively and efficiently plan, organize, coordinate and direct all Recreation and Park Department activities; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; oversee development and implementation of a comprehensive recreation program, and other leisure services activities; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; apply state, federal and local laws and regulations related to Recreation and Park Department management; interpret, apply and explain rules, laws, regulations, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgment; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgment; and establish and maintain effective working relationships with employees, public officials, community organizations and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.