

RECREATION DIRECTOR

DEFINITION

Under administrative direction of the City Administrator, plans, organizes and provides administrative direction and oversight for all community recreation, cultural, athletic, social and human service programs and facilities; plans, develops and promotes new programs; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with governmental agencies and various public and private groups; and performs related work as assigned.

CLASS CHARACTERISTICS

The Recreation Director manages all City recreation activities including overall policy development, program planning, fiscal management, administration and operation of recreation programs and facilities. Responsibilities include coordinating the activities of the department with those of other elected and appointed officials and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical and office support staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- Determines community recreation and related program needs; works closely with the City Administrator, City Council, other City departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to meet such needs; develops cooperative use of facilities with the school district and other organizations for community use.
- Prepares and recommends long-range plans for City recreation services and programs; develops specific proposals for action on current and future City recreational needs; develops specifications and bid documents for capital projects; negotiates and administers departmental contracts.
- Interprets City recreation regulations and various ordinances, codes and applicable laws to ensure compliance.
- Represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies and local public and private organizations.

- Directs the development of management systems, procedures and standards for program evaluation.
- Oversees the collection of and reconciliation of fees and charges for programs, activities and facility rentals; investigates and resolves issues related to fees, damages and contract violations.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Directs the maintenance of facilities on a city-wide basis.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures related to the development and implementation of a comprehensive recreation, cultural, aquatic, social and human services program for youth, teens, adults and seniors.
- Trends, philosophy and techniques of community recreation and park enhancement.
- Maintenance requirements for recreation facilities.
- Administrative principles and practices, including goal setting, program development, implementation, evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration and accountability.
- Funding sources impacting program and service development.
- Principles and practices of contract administration and evaluation.
- Computer applications related to the work.
- Applicable laws, codes and regulations, including facility rental.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational and governmental organizations.
- Techniques for making effective public presentations.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive recreation, cultural, athletic, social and human services program for youth, teens, adults and seniors.
- Administering programs and the work of staff directly and through a subordinate level of supervision.
- Selecting, training, motivating and evaluating the work of staff.

- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Advising on the acquisition, design and construction of recreation areas and facilities.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational and governmental organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four-year college or university with major course work in recreation administration, business, or public administration, or a field related to the work and three years of supervisory or administrative experience in recreation and/or parks management, which has included program planning, development and administration.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Other Requirements:

Must be willing to pass a background investigation, including fingerprinting.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect City parks and recreation areas, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.