

City of South San Francisco  
Human Resources Department

**Director of Parks and Recreation**  
Class Description

**Definition**

Under administrative direction, responsible for comprehensively planning, organizing, staffing, directing, controlling, reviewing and evaluating the activities of the department; and does related work as assigned.

**Distinguishing Characteristics**

The single-position executive-level classification serves as a department head and is responsible for all elements of the City's parks, recreation and community service programs, and functions of the Parks and Facilities Maintenance divisions, including direct supervision of management staff. It is distinguished from the next lower-level manager classification in that the manager is focused on day-to-day operations and line staff supervision. This classification exercises wide latitude in decision making having overall responsibility for departmental operations, including budgeting; administering the departmental risk management program; park and facility development, planning, maintenance, and operation; participation in capital improvement projects; responsibility for minor maintenance projects; evaluating the efficiency of the Parks Maintenance and Building Maintenance operations; serving as liaison/facilitator of special interest groups and various City departments; and managing a program of full-time, part-time, and hourly staff in services; Recreation includes cultural arts, athletics, outdoor recreation, aquatics, facility and picnic rentals and operation, community relations, senior citizens, public information, childcare and youth services, and special events; Facilities includes custodial services, repairs and upgrades; Parks includes park, playground, ballfield, Common Greens, and turf maintenance, repairs, and upgrades; maintenance of public trees, including administration of the Protected Tree Ordinance; and does related work as required.

**Typical and Important Duties**

1. Directs and participates in the development and implementation of goals, objectives, policies, procedures, and priorities.
2. Plans, directs, and coordinates the work programs of recreation and community services staff.
3. Plans and directs the design and development of new facilities and programs and improvements to existing facilities and programs.
4. Prepares plans and specifications for the development and use of the new park facilities and buildings.
5. Establishes work priorities and directs implementation of various programs in construction, maintenance, training, safety, and general maintenance of public facilities infrastructure, and parks.

6. Prepares and submits reports and recommendations, plus provides technical advice to the City Manager, City Council, and several Commissions, including the Parks and Recreation Commission and Cultural Arts Commission.
7. Coordinates the activities of the department with other City departments, public agencies, public utilities, the general public, community groups and schools, and other outside agencies and neighborhood interest groups.
8. Directs the planning and implementation of various service delivery systems; conducts a variety of analytical and operational studies regarding departmental activities; evaluates alternatives, makes recommendations; implements procedural, administrative, and/or operational changes; identifies and resolves problems and potential problems taking appropriate action to remedy situations.
9. Responds to the most difficult citizen service and facility use related complaints and requests.
10. Surveys and evaluates the need and develop plans and schedules for long-range recreation programs.
11. Organizes available resources for acquisition and maintenance, improvement, and repair of parks and recreation facilities.
12. Directs the establishment and maintenance of files and records of departmental activities.
13. Supervises the collection of recreation-related fees.
14. Supervises the preparation of forecasts of recreation fees and charges, revenue sources, and expenditures.
15. Prepares, reviews, controls, and analyzes the department's annual operating budget; monitors expenditures and revenues.
16. Supervises staff by scheduling, assigning and prioritizing work; trains; conducts performance evaluations; takes or recommends actions regarding hiring, promotion, time off, and discipline; approves time off; and develops effective recommendations on all employee actions.
17. Inspects and evaluates parks and recreation facilities and areas recommending appropriate action.
18. Directs the preparation and administration of federal, state, and county grants affecting the department.
19. Reviews changes in laws, regulations, and guidelines for their effect upon departmental activities; evaluates the effect of such changes, and recommends and implements changes to policies and procedures as required for compliance.
20. Works with special interest groups and other City departments and divisions on matters relating to parks and recreation.
21. Performs related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Principles, practices, and methods used in parks and recreation administration, management, and program and facility acquisitions and maintenance.
- Recreation, cultural, human services, and social needs of the community.

- Modern theories, techniques, and methods for planning, implementing, and maintaining a variety of recreation, leisure, and human services activities and programs through community participation.
- Principles and practices of program administration including budgeting, purchasing, personnel management, recordkeeping, and reporting procedures.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Design elements and concepts for developing and maintaining park and recreation facilities.

*Ability to:*

- Plan, direct, and coordinate comprehensive park and recreation activities.
- Understand, design, develop, coordinate, and implement recreation and community services programs suited to the needs of the community.
- Prepare detailed reports, plans, and specifications and do reliable study and research as needed.
- Properly interpret and make decisions in accordance with appropriate laws, regulations and policies.
- Maintain liaison with various private and public agencies and deal successfully with the public and other interested groups.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Supervise, train, and evaluate subordinates.
- Establish and maintain effective working relationships with public groups, agencies, the media, and others contacted in the course of work.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Exercise good judgment, tact, and courtesy.
- Deal effectively with people of various ages and interests.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner modeling correct City safety practices and procedures; enforce adherence to safety policies and procedures; identify, correct, and report safety hazards.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using a personal computer and associated applications.

## **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Five years of progressively more responsible professional park, facility maintenance, recreation, or community service experience, including at least three years in a supervisory capacity.

*Training:* A bachelor's degree from an accredited college or university with major coursework in business administration, public administration, recreation and leisure studies, environmental planning and science, landscape architecture, or a closely related field. Master's degree is desirable.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or the ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

*Work Environment:* Mobility to work in a typical office and/or field setting.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Approved:	April 2013
Revised Date:	August 1997; September 2002; June 2003; May 2004, October 1993, July 2008
Former Titles:	Director of Recreation, and Community Services
Abolished:	Director of PR & MS abolished May 2004
Bargaining Unit:	Executive Management
ADA Review:	2004
DOT:	No
Physical:	Class 3
Status:	Unclassified/exempt
EEOC Category:	EF1/EJ1
Job Code:	N175

### **ADA Documentation of Essential Duties**

1. SDE
2. SDE
3. SDE

4. MWE
5. SDE
6. SWE
7. OAE
8. SDE
9. OME
10. MME
11. SDE
12. SDE
13. SDE
14. SDE
15. SDE
16. SDE
17. SDE
18. SDE
19. SDE
20. SDE

s:\admin\class descriptions\pr&ms\supt of rec.doc