

ASSISTANT DIRECTOR OF
PARKS, RECREATION AND COMMUNITY SERVICES (MM)

DEFINITION

Under general direction, oversees and provides leadership to the agency's Mid-Management Team in the planning, development, coordination, implementation, and evaluation of citywide parks, recreation, arts, community services programs and day-to-day operations.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Provides leadership in community-wide collaborative partnership efforts and applies strategies for assessing community needs and program development, implementation and evaluation. Provides leadership for the coordination and direction of youth and adult soccer leagues on City-controlled facilities. Supervises departmental budget development and implementation; oversees development and implementation of policies and procedures, goals and objectives; prepares and/or assists in preparing grant applications; may monitor/administer grant-funded programs and contracts. Actively promotes and implements Total Quality Service philosophy and programs. Assists the Executive Director in preparing for meetings of the City Council, Council Sub-Committees, Boards and Commissions, and community groups; such duties include but not limited to preparing meeting agendas, collecting data, preparing and writing reports, and preparing materials for public presentation. Oversees the agency's RFCA and contract processes to ensure compliance with City policies and procedures. Supervises the Park Ranger section. Oversees the inspection and evaluation of city recreation facilities. Works with other departmental Mid-Managers to effectively respond to infrastructure and maintenance deficiencies in a timely manner. Makes presentations to community groups, neighborhood associations, City Council and others. Assumes responsibilities of Executive Director in the latter's absence. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

The Assistant Director of Parks, Recreation and Community Services directs, manages, supervises, and coordinates the work of the Recreation and Community Services superintendents and mid-managers in order to relieve the Executive Director of such administrative and supervisory details.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from a four-year college with a bachelor's degree in public administration, recreation, physical education or closely related field, and five years of progressively responsible professional-level experience, at least three years of which must have been in a supervisory or management capacity, in planning, developing and administering recreation, parks and community services programs; or any equivalent combination of training and experience which provides the knowledge and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: program and project management; principles and practices of supervision; principles and practices of Total Quality Management; principles and practices of public administration; contract administration; budgeting procedures; standard park operation procedures; recreation and sports program practices; juvenile justice strategies and social service practices.

Ability to: determine long-range needs and formulate plans for the development, improvement and financing of recreation and parks activities and facilities; develop and monitor budgets; administer contracts; plan, prioritize and supervise various programs or projects; coordinate numerous services at multiple program sites; supervise and evaluate the work of others; collect and analyze data, and make sound recommendations; develop grant proposals and manage grants; prepare clear, concise and effective written reports; establish and maintain effective working relationships with community organizations, special interest groups, school district representatives, commercial clients, City officials, employees and the general public.

SPECIAL REQUIREMENTS:

Possession and retention of a valid California Class C driver's license is a condition of employment.

SPECIAL WORKING CONDITIONS

Willingness and ability to work evenings, weekends, and holidays as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a strong leader with a proven ability to work effectively within a culturally and economically diverse community. This team player takes a customer service approach to the implementation of services, and has a sound understanding of the principles and practices of park operations, recreation and community services activities. This highly motivated individual has the capability of effectively managing and supervising assigned personnel, and is a motivator who promotes the concepts of Total Quality Service, creating a supportive, empowering team environment. A self-starter who encourages a high level of productivity, the effective Assistant Director possesses excellent analytical, interpersonal and communications skills.

Original class title of Recreation, Parks and Community Services Manager established per Council Resolution No. 85-38, effective 3/4/85.

Title change to Assistant Director of Parks, Recreation and Community Services
per Resolution No. 2001-094, effective 12/17/01.

Class specification prepared: 4/02
ADA Approved: 5/02