

JOB TITLE
Executive Director, Parks,
Recreation & Community Services (EM)

JOB CODE
05400

DEPARTMENT
Parks, Recreation & Community Services

TITLE OF IMMEDIATE SUPERVISOR
Assistant City Manager (EM)

JOB SUMMARY

Plans and directs the activities of the Recreation and Community Services Agency, which is composed of the Recreation Services, City Parks, Community Services, and Cultural events.

<u>TASK #</u>	<u>DESCRIPTION</u>	<u>PERCENT</u>
1	Provides overall policy and managerial direction for the Recreation, Parks and Community Services Agency.	30%
2	Reviews plans and specifications for construction projects and for landscape and custodial maintenance contracts.	20%
3	Oversees the planning and implementation of a major recreation and cultural function with the agency.	12.5%
4	Approves Requests for Council Action for the Recreation, Parks and Community Services Agency.	7.5%
5	Provides training and direct supervision for the City's armed park rangers; researches law enforcement policies and procedures.	5%
6	Meets with City Manager to discuss City Council items and community complaints and suggestions.	5%
7	Attends community meetings to promote agency activities and answer citizen questions.	5%
8	Conducts semi-monthly staff meetings for the Recreation, Parks and Community Services Agency.	5%
9	Develops agendas and reviews agenda items for agency boards and commissions.	7.5%
10	Performs other related work as required.	2.5%

MINIMUM OR DESIRED QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with a bachelor's degree in public or business administration, recreation administration, or a related field is desirable. An advanced degree in public administration, recreation, parks management or a related field is also desirable.

Experience: A minimum of five to eight years of progressively responsible administrative and management experience in recreation, parks, community services and cultural programming. Previous experience at the director level in a smaller city, or as a division head in a large department, is essential.

Knowledge of: Objectives of public parks, recreation and community and cultural services programs, including a thorough understanding of activities which make up a municipal recreation program, the facilities, equipment and personnel needed to direct a broad recreational and parks program and the proper arrangement of parks and recreational areas; methods, equipment, and materials used in parks and grounds maintenance; modern management and recreational organization policies, objectives, services and equipment. Knowledge of the operation of an informational or cultural center with considerable community contact is desirable.

Ability to: Direct a large department carrying out varied activities; organize for seasonal changes in operations; establish and maintain cooperative relations with municipal officials and the public; promote community interest in and enthusiasm for cultural and recreational activities.

ORGANIZATIONAL RELATIONSHIPS

Assistant City Manager (EM)

Executive Director, Parks, Recreation
& Community Services

Executive Director, Personnel
Services

Library Director

Executive Director, Finance
& Management Services

Parks Superintendent

Recreation Superintendent

Emergency Preparedness Manager

Cultural Events Coordinator

Administrative Assistant

Special Facilities Manager

Zoo Superintendent

Administrative Assistant

Landscape Architect

Community Service Supervisor

Park Ranger Supervisor