

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

DIRECTOR OF PARKS & RECREATION

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Parks and Recreation
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: 6-1-09
Resolution No.: 2009-76

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the City Manager, this executive position plans, organizes, directs and administers a broad program of public parks, recreation, and community service activities, conducted by the department. Supervises departmental employees and contractors regarding parks and recreation, and community services, and performs other related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Serves as a technical advisor and staff to the Parks and Recreation Commission, Arts and Culture Commission and Youth Commission in formulating policies, services, and facility uses and activities pertaining directly to parks and recreation;
- Selects, supervises, evaluates and directs training of subordinates;
- Prepares, estimates, and administers departmental budget;
- Determines and interprets the community's parks and recreational needs and presents that assessment to the City Council;
- Works closely with community associations in conducting community-wide special events;
- Acts as manager of the City's volunteer program;
- Identify Capital Improvement projects as they relate to the Parks and Recreation;
- Researches, prepares and administers grants and other funding sources to sustain and Develop the Parks and Recreation facilities and programs;
- Develops community interest in, and support of the parks and recreation programs through the delivery of presentations before service clubs, business organizations, parent associations and similar groups;
- Prepares staff reports and conducts studies;
- Establishes and interprets departmental procedures as consistent with City policies;
- Prepares drafts of resolutions and ordinances related to Department operations;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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Knowledge of:

- The principles and philosophy of parks and recreation related to the establishment of leisure time opportunities for the public.
- The methods and procedures to develop areas, facilities and services to meet the leisure needs of the community;

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

Ability to:

- Project and develop long-range plans, including the physical, financial, and program phases;
- Work with independent contractors and prepare appropriate contracts;
- Analyze problems; prepare reports with submission of subsequent recommendations to the City Council;
- Work effectively with city departments, other government agencies and community organizations;
- Establish and maintain positive working relationships and resolve interpersonal conflicts;
- Handle confidential information with discretion;
- Understand and interpret provisions in the Municipal Code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, prioritize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills to meet the standards of performance or higher for the classification;

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Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's Degree in Recreation, Leisure Services, Parks Management, Public Administration, or a closely related field from an accredited college or university. A Master's Degree in Public Administration or closely related field is desirable.

Experience:

Six (6) years of professional parks and recreation leadership experience, at least two (2) years of which were in an administrative capacity preferably with a government agency.

License or Certificate:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.