

## **CITY OF BRISBANE**

### **PARKS AND RECREATION DIRECTOR**

#### **Definition**

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

#### **Class Characteristics**

The Parks and Recreation Director oversees and directs all activities of the Parks and Recreation Department, including recreational, athletic and social activities for youth, teens, adults and seniors. Functional oversight of facility rental and maintenance, including those at the City-owned and operated marina, are included. 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.

#### **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.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Determines community recreation and related program needs; develops programs and recommends the development of parks and facilities to meet such needs; develops cooperative use of facilities with the school district and other organizations for community use.
- Develops and monitors a comprehensive preventive maintenance program for parks, marina and recreations facilities; ensures that parks and facilities are in a safe and attractive condition; coordinates maintenance needs and activities with those of the Public Works Department to ensure cooperative and efficient maintenance of landscaped areas.
- 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, including athletic groups; acts as staff liaison with the Parks, Beaches and Recreation Commission.

- Oversees the collection of and reconciliation of fees and charges for programs, activities, boat docking 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.
- 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 office operations; implements policy and procedural changes as required.
- May act as a Deputy to and/or serve as the City Manager on an assigned basis.

### **Qualifications**

#### **Knowledge of:**

- Principles, practices and procedures related to the development and implementation of a comprehensive recreation, cultural, athletic, 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 parks, recreation and marina facilities, including a community pool.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration and accountability.
- Computer applications related to the work
- Applicable laws, codes and regulations, including marina operation and 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.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

#### **Skill in:**

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive recreation, cultural, athletic, aquatic, marina, 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 parks and 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.
- Making effective public presentations.
- 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, landscape architecture or a field related to the work and four years of supervisory or administrative experience in recreation, parks and/or marina management. Possession of an advanced degree is desirable.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess or obtain first aid and CPR certificates prior to completion of probation. A Certificate of Administration from the California Board of Park and Recreation Personnel is desirable.

**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 visit various City and meeting sites and to participate in specific recreation programs on an occasional basis; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Parks and Recreation Director  
Page Four

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Former Titles:

Abolished: