



**Job Code:** 0179  
**FLSA:** E  
**Unit:** MGMT  
**Revised:**

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## **DIRECTOR OF PARKS AND COMMUNITY SERVICES**

### **DEFINITION**

The Director of Parks and Community Services is an exempt management position responsible for management of the Department of Parks and Community Services. Responsibilities include park maintenance, recreation services and human services; performs related work as required.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general supervision from the City Manager. Exercises direct supervisory responsibility over Senior Recreation Supervisors, Park Maintenance Superintendents, and administrative support personnel, and indirect supervision over other department personnel.

### **TYPICAL DUTIES**

1. Under the direction of the City Manager, exercises overall responsibility for the delivery of park maintenance, recreation, and human services within the community.
2. Directs the establishment of department goals and objectives and development and administration of programs to meet goals and objectives.
3. Provides staff assistance and advice to the City's Park and Recreation Commission and the Human Services Commission. As directed, makes presentations before the City Council and other public bodies.
4. Advises and makes recommendations to the City Manager on matters related to park maintenance, recreation, and human services.
5. Ensures department operates in compliance with City rules, regulations, and policies.
6. Either directly or through subordinates assigns work and provides direction to the staff, evaluates staff performance, ensures desired performance levels are maintained, participates in personnel actions.

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7. Oversees preparation and administration of department budget; makes recommendations on the capital improvement program.
8. Coordinates department activities with those of other City departments and other public agencies.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Thorough understanding of municipal recreation planning and programming; knowledge of park maintenance principles and practices; general understanding of park planning and design.

#### **Skills to:**

1. General management skills to include goal setting, planning, organizing, staffing, decision making, coordinating, problem solving and budget preparation and administration.
2. Personnel management skills to include employee selection, development directing, counseling and evaluating.
3. Strong writing and speaking skills.

#### **Experience:**

Significant experience in recreation program planning and park maintenance to include experience in a responsible supervisory or management position.

#### **Education:**

Four year college degree from an accredited college or university in recreation or related field.

#### **License:**

Valid California driver's license.

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