CITY OF FOLSOM

PARK AND RECREATION DIRECTOR

DEFINITION

Under administrative direction, plan, organize, direct, and coordinate the divisions within the Parks and Recreation Department, including parks, park maintenance, park development, recreation, and the City Zoo; provide highly responsible and complex administrative assistance to the City Manager involving site acquisition and design of neighborhood and community parks and facilities.

SUPERVISION EXERCISED

Exercise direct and indirect supervision over lower level managerial, professional, technical, and/or clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Prepare, review, and approve plans for the development and operation of a comprehensive program for parks and recreation services.
- Prepare and process agreements on conditions of understanding with schools, park planners, and subdivisions.
- Implement the department's strategic plan.
- Plan and direct the design and development parks and new department facilities and programs.
- Develop and recommend plans for long-range capital improvements.
- Confer with the City Manager on departmental policy, short- and long-term departmental programs, and goals.
- Coordinate departmental activities with the activities of other departments and/or agencies.
- Recommend improvements to existing facilities and programs.
- Prepare the annual budget.
- Monitor and approve departmental expenditures.
- Work with the Park and Recreation Commission to coordinate community recreation programs.
- Prepare and submit applications for federal and state grants.
- Determine and implement goals, objectives, policies, and priorities for the department.
- Assign work, make hiring decisions, supervise, train, discipline, and evaluate the performance of staff.
- Perform related duties as required.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Principles and practices used in the administration of parks and recreation management.
- Principles and practices of program and facility acquisitions and maintenance.
- Principles and practices of site acquisition and design of neighborhood and community parks and facilities.
- Organizational and management practices of budget preparation and administration as applied to the analysis and evaluation of programs, policies, and operational needs.
- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques of effective administrative report preparation.
- Presentation techniques.
- Principles of supervision, training, and performance evaluations.
- Common word processing, spreadsheet, and database software.

Ability to:

- Organize, direct, and coordinate the activities of the department including, site acquisition and design of neighborhood and community parks and facilities.
- Analyze and recommend additional facilities and programs to meet the needs of the City.
- Prepare and analyze administrative reports.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Maintain liaisons with various private and public agencies.
- Prepare and administer a departmental budget.
- Supervise, train, motivate, and evaluate assigned staff.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

A bachelor's degree in business or public administration, park and recreation administration, or a closely related field from an accredited college or university.

Experience:
Five (5) years of full-time, progressively responsible administrative or management experience in parks administration or general municipal administration that includes responsibility for budgeting, finance, program planning, promotional activities, operations, and/or maintenance functions.

Desirable Qualifications:
Possession of a master's degree in business, public administration, or a closely related field is highly desirable.

License, Certification, Registration Requirements:
Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:
Work is performed in a typical office setting. (1) Mobility: frequent use of a keyboard; frequent, standing, reaching and turning; occasional bending or squatting. (2) Lifting: frequently up to 50 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motions; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person and on the telephone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and co-worker contact; occasionally working alone. (7) Environmental: frequent exposure to noise; occasionally work on rough, uneven, rock, or slippery surfaces, around machinery with moving parts, stationery equipment, and work around moving objects or vehicles.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: