

DIRECTOR OF PARKS AND RECREATION

NATURE OF WORK

This is highly responsible administrative work in directing the municipal park and recreation program. This position is in the unclassified service.

Work involves the application of specialized knowledge in the formulation, modification and implementation of a continuing, orderly plan of development for a park and recreation program and for the supervision through subordinate heads of the programs mentioned above. An employee in this class must maintain constant communications with his/her subordinate division heads. Although divisional supervision is largely delegated to a division head who is at the professional level in his/her specific field, the formulation of over-all policy is the responsibility of the employee in this class. The employee acts as technical advisor to the Mayor, City Council and City officials on matters relating to parks and recreation. Supervision is received from the Mayor and the employee acts within the City policy as set down by the Mayor and legislative council.

EXAMPLES OF WORK PERFORMED

Holds and presides over conferences with subordinate division heads; formulates and communicates policy to these subordinates.

Attends all directors meetings to keep cognizant of City policy and current happenings which may affect the employee's department.

Reviews, approves and signs all payrolls and other claims for subordinate divisions; approves ordinances, council resolutions and executive orders pertinent to the divisions.

Regularly inspects park and recreation facilities as to conditions of maintenance and operation.

Meets with boards and committees relating to Park or Recreational activities within the City.

Delivers speeches at public functions and to civic organizations as a part of a public information program for Park and Recreation facilities and programs.

Directs the design, construction and maintenance of park and recreation facilities.

Directs development and execution of a city wide recreation program including city parks, municipal cemetery, golf courses and swimming pools.

Directs park and landscape architectural works.

Develops plans for future land acquisition and expansion of recreational areas and programs.

Directs and participates in coordinating park and recreational facilities with other agencies.

Directs program of departmental capital improvement.

Prepares departmental budget estimates and requests.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of modern methods, practices and procedures involved in the administration of a park and recreation department.

Thorough knowledge of the laws and ordinances governing the specific activities associated with the assigned duties.

Ability to coordinate the activities of several subordinate supervisors at the division level so as to conform with City policies.

Ability to review the activities of several divisions and effect improvement or modification in procedures when necessary.

Ability to maintain effective relationships with subordinates, other City officials and the general public so as to accomplish the duties assigned.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's Degree in park management, recreation, landscape architecture or related field with extensive experience in one of these fields and experience in public administration in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in park management, recreation, landscape architecture or related field and considerable experience in one of these fields and experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved By: _____
Department Head

Personnel Director

6/69
Revised: 8/86

PS5536