



DEPUTY RECREATION DIRECTOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general direction, to assist in planning, managing, organizing, coordinating, and overseeing the activities and operations of the Recreation Division; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Parks and Recreation Director; act as department director as assigned; perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the staff, operations, and activities of the Recreation Division. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This classification is distinguished from the Parks & Recreation Director in that the latter has overall responsibility for all functions of the Parks & Recreation Department and for developing, implementing, and interpreting public policy.

SUPERVISION RECEIVED/EXERCISED

Received general direction from the Parks and Recreation Director. Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

ESSENTIAL FUNCTIONS *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assist the Department Director with planning, managing, directing, and evaluating the activities, programs, and operations of the department.
- Assist in the strategic planning, coordination, and implementation of overall division and department policies, goals, objectives, and procedures.
- Develop, encourage, implement, and manage re-engineering and continuous improvement processes.
- Monitors and evaluates the efficiency, effectiveness, and quality of service delivery methods and operations within the Division.
- Participate as a team member and leader in the work of the Department.
- Represent the Parks and Recreation Department to other City departments, divisions, elected officials, and outside agencies; explain and interpret Parks and Recreation Department programs, policies, and activities.

- Receive and respond to public inquiries, requests for assistance, and complaints regarding department projects and activities; resolve sensitive and contentious issues within City and department guidelines.
- Select, train, motivate, and evaluate Recreation Division personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Assist in planning, directing, and coordinating the Parks and Recreation Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Assist in managing and participating in the development and administration of the Parks and Recreation Department's operating and capital improvement budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Prepare technical and complex administrative reports and make presentations to the City Council and various commissions and committees as required.
- Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding parks and recreation programs and services.
- Participate in a variety of committees and task forces; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks and recreation
- May assume the role of Director of Parks and Recreation in his/her absence.
- Performs other related duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge, abilities and skills necessary to perform essential duties of the position.)*

Knowledge of

- Principles and practices of recreation programs and facilities.
- Organizational, management, and strategic planning practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Project management principles and concepts.
- Principles and practices of budget preparation and administration.
- Principles and practices of personnel management, supervision, training, employee development, and performance evaluation.
- Contemporary trends and best practices related to community programming needs and park and golf maintenance, operations, and design.
- Principles and practices of leadership, motivation, team building, and conflict resolution

Ability to

- Lead as a member of a networked team.
- Engage in ongoing process improvement review and implementation.
- Maintain and exhibit discretion, honesty, and integrity when handling sensitive situations.
- Participate collaboratively and positively with internal and external stakeholders.
- Understand, interpret, and explain codes, regulations, and policies.
- Provide vision and set operational goals to achieve this vision.

- Deal constructively with conflict and develop solutions.
- Learn quickly and think strategically. Generate options and make recommendations. Take responsibility. Set priorities and multitask.
- Determine when to seek assistance, refer, inform, or escalate a problem. Be innovative and willing to take initiative.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, including both internal and external stakeholders.
- Identify and create strategic partnerships with community organizations, including school districts, user groups, and other providers of recreation programs and services.

Skills to

- Operate standard office equipment, including computers, printers, and copiers.
- Operate a motor vehicle safely.

QUALIFICATIONS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Education and/or Experience

Equivalent to a bachelor’s degree from an accredited college or university with major course work in parks and recreation administration, leisure studies, public administration, or related field. A master’s degree is desirable. Five years of progressively responsible experience in recreation administration, community service program delivery, supervisory experience, and three years of which have been in a supervisory or management role.

License/Certificate

Possession of or the ability to obtain a valid Class C California driver’s license upon appointment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Ability and mobility to operate standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry material weighing up to 40 pounds; ability to operate a motor vehicle to visit various City departments and meeting sites; able to work off-hour shifts and/or events as required; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the phone and on video; mobility to lead group activities involving steep or rough terrain. Standing and walking between work areas is frequently required. When dealing with conflict, able to maintain professional, courteous, and calm composure during tense situations and conversations. Reasonable accommodation will be made for individuals on a case-by-case basis.