

**CITY OF REDWOOD CITY
PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR**

DEFINITION

To plan, develop, coordinate and direct the provision of a comprehensive recreation program and the construction, maintenance, and acquisition of all parks, recreation areas, parkways, landscaped areas, and related facilities and buildings; and to provide highly responsible professional and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager.

Responsibilities include direct and indirect supervision of professional, technical, and clerical positions.

EXAMPLES OF DUTIES – Duties may include but are not limited to, the following:

Direct and participate in the development and implementation of goals, objectives, policies, procedures, and priorities.

Plan, direct, and coordinate the work programs of Parks and Recreation staff.

Plan and direct the design and development of new facilities and programs and improvements to existing facilities and programs.

Prepare plans and specifications for the development and use of the new park facilities and buildings.

Prepare and submit reports and recommendations, plus provide technical advice to the City Manager, City Council, and Park and Recreation Commission.

Coordinate Parks, Recreation, and Community Service programs and plans for facilities with other City departments and divisions, community groups and schools, and other outside agencies and neighborhood interest groups.

Respond to the most difficult citizen service and facility use related complaints and requests.

Survey and evaluate the need and develop plans and schedules for long-range parks and recreation programs.

Organize available resources for acquisition and maintenance, improvement and repair of parks and recreation facilities.

**CITY OF REDWOOD CITY
PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR (*Continued*)**

Direct the establishment and maintenance of files and records of departmental activities.

Supervise the collection of recreation-related fees.

Supervise the preparation of forecasts of recreation fees and charges, revenue sources, and expenditures.

Prepare and administer the departmental budget, including operation and capital improvement.

Select, supervise, train and evaluate staff.

Provide general direction to the City's Human Services Programs and the Fair Oaks Community Center.

Attend meetings of and provide staff assistance to the Fair Oaks Community Center Advisory Board, the Senior Citizen's Advisory Committee, the Housing and Human Concern Committee and the City Council.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, and methods used in parks and recreation administration, management, and program and facility acquisitions and maintenance.

Recreational, cultural, and social needs of all age groups, plus knowledge in areas of horticulture, landscape, park facility design and use.

Record-keeping and reporting procedures.

Principles and practices of organization, administration, budget and personnel management.

Overall social needs of the Redwood City community.

Principles, practices and methods used in the delivery of human services in the context of local government.

**CITY OF REDWOOD CITY
PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR (*Continued*)**

Ability to:

Understand and design programs to meet the parks and recreation needs of the community.

Prepare detailed reports, plans, and specifications, and do reliable study and research as needed.

Properly interpret and make decisions in accordance with appropriate laws, regulations, and policies.

Maintain liaison with various private and public agencies, and deal successfully with the public and other interested groups.

Plan, direct, and coordinate comprehensive park and recreation activities.

Select, supervise, train, and evaluate staff.

Meet appropriate physical demands necessary for adequate job performance.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible administrative experience in parks and recreation program management.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major work in public administration, recreation administration, or a related field. A Master's degree is desirable.

License or Certificate:

Possession of a valid California driver's license.

Effective Date: January, 1987

Bargaining Group: Executive Management