

CITY OF REDWOOD CITY

PARKS, RECREATION AND COMMUNITY SERVICES MANAGER

DEFINITION

Under the supervision of a Parks, Recreation and Community Services Superintendent, this position serves to supervise a section of the Parks, Recreation and Community Services Department. The incumbent may be assigned by the Department Head to any of the designated functions within this classification.

The current functions are: Parks, Facilities, Custodial Services, Municipal Athletics and Sports, Senior Citizens, Community Services and Community Leisure Activities.

Plans, organizes and supervises the program activities for the designated function.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a Parks, Recreation and Community Services Superintendent. Responsibilities include direct and indirect supervision of parks, building, custodial maintenance, recreation/community services programs, centers, and community-oriented agencies.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Duties may include, but are not limited to the following:

1. Plan, direct and supervise the work of personnel within the Parks, Recreation and Community Services Department.
2. Review work and program needs, schedule personnel and equipment in accordance with job requirements.
3. Evaluate work progress, resolve work problems and determine additional needs on an on-going basis.
4. Implement, direct and supervise special events and/or special projects as assigned.
5. Plan, supervise and evaluate the work of independent and/or general contractors as assigned.
6. Collect and analyze information; complete and maintain a variety of records and reports.

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7. Prepare requisitions for materials and supplies and assist in preparing equipment, programs and job specifications.
8. Prepare section budget for review by Superintendent.
9. Hire, supervise, train and evaluate the work of personnel.
10. Coordinate assigned functions and programs with other City departments as well as outside agencies, including local School Districts.
11. Collect, analyze and maintain a variety of records, contracts, agreements and policy manuals pertaining to assigned functions and programs.
12. Implement principles and practices of program administration including budgeting, purchasing and personnel management.
13. Oversee, coordinate and implement safe work procedures for assigned work units or division.

OTHER JOB RELATED DUTIES

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of recreation and community services, league scheduling, program administration, building maintenance, custodial, landscape/park maintenance, construction and repair.

Principles and practices of supervision, budgeting and personnel management.

Regulatory laws applicable to work environment, i.e. Americans with Disabilities Act, SB 198, Proposition 65, safety and health regulations.

Hazards and accepted safety precautions for departmental programs, grounds and facilities.

Principles of human resources, labor relations, participative management and employee involvement.

Customer service principles and how they relate to the diverse community.

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The characteristics involved in programming activities and working with citizens within special and diverse population groups, i.e. senior citizens, teens, disabled.

Ability to:

Plan, direct, organize, schedule and supervise the work of employees in recreation/community services facilities, ground maintenance, parks, repair and construction, and custodial services.

Implement and maintain a computerized system for management of day-to-day activities.

Prepare and maintain a variety of records, reports and manuals.

Read, analyze and interpret landscape, building and construction plans and specifications.

Communicate and coordinate with the diverse workforce, both within the department and with other departments and agencies.

Hire, supervise, train and evaluate full and part-time employees and volunteers.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Skill to:

Operate computers, word processing and programs for recreation and community service programs, landscape maintenance, facilities, and custodial management.

Operate a motor vehicle safely.

Experience and Training Guidelines:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in the delivery of recreation, parks, community services, building maintenance and custodial services, with two years of supervisory experience.

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Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in the featured area.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid Driver's License.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to travel to different locations.

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**ADA
 DOCUMENTATION OF ESSENTIAL DUTIES**

	Recreation Custodial	Community Services	Parks	Facilities	Custodial
1.	SDE	SDE	SDE	SDE	SDE
2.	SDE	SDE	SDE	SDE	SDE
3.	SDE	SDE	SDE	SDE	SDE
4.	MWE	MWE	MWE	MME	MWE
5.	MAE	MAE	MAE	MAE	MAE
6.	SDNE	SDNE	SDNE	SDNE	SDNE
7.	MDE	MDE	MDE	MDE	MDE
8.	MME	MME	MME	MAE	MME
9.	SDE	SDE	SDE	SDE	SDE
10.	MDE	MDE	MAE	SWE	SDE
11.	MMNE	MMNE	MMNE	MWE	MWE
12.	SDE	SDE	SDE	SDE	SDE
13.	MWE	MWE	MWE	MWE	MDE

**DOCUMENTATION SCALES AND CODES
 FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: October, 1996

Bargaining Group: Redwood City Management Employees' Association