

## **CHIEF OF PARKS & LEISURE SERVICES OPERATIONS**

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### **DEFINITION**

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Under direction, assists in the management of the Parks and Leisure Services Department; plans, organizes and coordinates the City's park/facility maintenance as well as leisure and library services; acts in the absence of Director of Parks and Leisure Services; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

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This position serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the Director of Parks and Leisure Services.

### **REPRESENTATIVE DUTIES**

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*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below. Marginal duties (shown in italics) are those which are non-essential job functions for this class.*

1. Assists with the planning, organizing and direction of City Park and facility maintenance, leisure and library services, and the operation of the Zauld House.
2. Works with community groups, school district, and representatives of education entities on service issues; provides staff support to Park and Leisure Services Commission and Library Board of Trustees; receives and investigates citizen complaints and concerns; promotes departmental programs and services.
3. Evaluates effectiveness of program and services; implements improvements in accordance with established policies and procedures; develops program goals, objectives, and establishes departmental performance criteria and sets standards for evaluation.
4. Assists in the planning, monitoring and coordination of department budgets; monitors revenue and expenditures; prepares revenue reports; assists with the acquisition and administration of grants; prepares bid specifications and monitors contract compliance.
5. Consults with the Director on matters of departmental and community needs; provides staff support to the Director; makes presentations to City Manager and City Council.
6. Works in cooperation with other department management of special projects requiring technical expertise and advice in parks and leisure services; as well as other activities, as needed.
7. Represents and supports the policies and procedures established by the City Council and City Manager.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Graduation from an accredited college with a Bachelor's degree in public administration of recreation and parks administration and five years of administrative experience in recreation and park development or library services which included at least two years of supervisory responsibility, or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge of:**

Principles and practices of public recreation, library services, and park development and management; organization of city government; principles of public administration, supervision, and public relations; community problems, needs, and resources as related to recreation, library services and park facilities; marketing and promotional techniques; budget preparation and monitoring; program management; and contact and grant administration.

### **Ability to:**

Plan and direct activities through others; establish and maintain effective working relationships with superiors, peers, subordinates, community leader and the general public; make public presentations; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; conduct needs assessments; analyze situations and resolve problems within established laws, rules, regulations and policies; deal constructively with conflict and develop effective resolutions.

### **Special Requirements**

Possession of or ability to obtain a valid California Driver's License.

### **Physical Demands**

Sitting, standing, walking, some stooping, and bending. Dexterity and coordination to handle files and occasional lifting of objects up to 50 lbs. such as equipment/supplies for special events, files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level. Strength, dexterity, coordination and vision to use a keyboard and computer.

## **WORKING CONDITIONS**

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Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on a daily basis. Some travel by car may be required to monitor and inspect operations and maintenance of various facilities and programs and attend meeting outside of normal business hours.

Date Adopted: October 7, 2003