

**JOB DESCRIPTION**

**DIRECTOR OF PARKS & RECREATION**

**POSITION SUMMARY**

Directs and oversees all aspects of the Parks and Recreation Department. The Director is responsible for determining major departmental policies, for planning and strategic coordination of programs, for resolving difficult administrative problems, and for managing the departmental budget. The position delegates considerable authority for the performance of technical and day-to-day operations. The position is responsible for all aspects of grant writing and reporting for improvements within the department and negotiates and administers contracts with vendors.

**DUTIES AND RESPONSIBILITIES**

* Manages the planning, development, operations and maintenance of City parks and recreation services including the aquatic and seasonal programs.
* Supervises park and recreation department development, operations including scheduling, training, evaluations, hiring and terminations; resolves conflicts and manages discipline, as necessary; enforces compliance with City policies and procedures, ordinances, state and federal laws governing employment practices and department operations.
* Supervises implementation and enforcement of risk management and safety policies, regulations, and procedures; monitors reporting of accident, incident, and emergency situations.
* Consults with the City Manager and Finance Director to prepare and monitor compliance with the department budgets.
* Negotiates and monitors contracts regarding parks and facility development and maintenance with contractors, and vendors.
* Maintains financial records, including revenue and fees generated by programs, program operational costs, facility revenue and expense schedules, budget projections, and analyses.
* Writes grants and oversees administration of grant funding and reporting per grant guidelines.
* Responds to public inquiries, comments, complaints, and suggestions, including conducting public meetings.

**DUTIES AND RESPONSIBILITIES continued**

* Makes periodic written and oral reports, including budget updates and projections, and special reports to City Boards and the City Commission.
* Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring.

**POSITION COMPETENCIES**

* Knowledge and application of supervision, discipline, evaluation, training, conflict resolution and communications with staff.
* Knowledge and experience in municipal parks program administration, needs assessment, planning, scheduling, coordinating and promotional techniques, including use and benefits of general and specific parks development, operations, and aquatics programs; long range and short-range parks development techniques.
* Ability to establish and maintain effective working relationships across cultural differences with employees, businesses, community organizations, and the general public to meet community goals.
* Experience with budget and grant planning, monitoring and reporting; knowledge of local, state and federal grant processes.
* Knowledge and application of Federal (OSHA) regulations and city policies regarding risk management and safe work and park practices.
* Ability to manage, plan, and implement projects, establish project boundaries, and evaluate project success.
* Demonstrate ability to supervise, engage, evaluate and reward staff; follow a management philosophy that is input oriented and values problem solving and the development of partnerships. Demonstrate ability to be a team player, desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork.
* Operate parks equipment and a motor vehicle; maintain a valid driver's license.
* Ability to communicate effectively, both orally and in writing. Ability to maintain records and prepare reports. Ability to make public presentations.

**EXPERIENCE**

* Graduation from an accredited four-year college or university with a degree in Recreation, Communications, Marketing, Community Engagement, Public Administration or a related field.
* Any equivalent combination of experience and/or education from which applicable knowledge, skills and abilities are achieved.
* A minimum of five years demonstrated experience in establishing collaborative relationships with community groups and/or community organizations.
* A minimum of five years in a supervisory role.

**The City of Pittsburg is an Equal Opportunity Employer**

**Department:** Parks & Recreation **Classification/FLSA:** Full Time, Exempt

**Location:** Lincoln Center **Reports To:** City Manager

**Supervises:** Parks Superintendent, **Salary Range:** $58,155 - $101,207 annually

Golf Course Superintendent, (Pay Grade 16E)

Recreation Superintendent

**Benefits:** Per City Handbook **Travel:** As needed

**Date Written/Revised:** 07/08/2019; 10/06/2021

**DIRECTOR OF PARKS & RECREATION continued**