



## **City of Laguna Niguel Job Description**

### **DEPUTY PARKS AND RECREATION DIRECTOR**

Executive and Management Group

FLSA: Exempt

#### **DEFINITION**

Manage, direct, supervise, and coordinate various recreation programs and special events for the Community; plan, direct, and supervise the work of full- and part-time staff; manage the Department Budget; provide staff support to City Commissions and Committees; facilitate use of all City and School District athletic resources to community sports organizations; coordinate assigned activities with other City Departments, outside organizations, and the general public; serve as a member of the Departments management team and provide highly-responsible and complex administrative support to the Deputy City Manager/Director of Recreation; assist the Director in overall management of the Department.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Deputy City Manager/Director of Recreation.

Exercises direct supervision over Professional, Clerical, and part-time staff.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Facilitate use of all City and School District athletic resources to community sports organizations; supervise operations of all City and School District athletic facilities.
- ◆ Provide staff support to the City's Parks and Recreation Commission.
- ◆ Provide staff support to the City's Sports Advisory Committee.
- ◆ Provide administrative assistance to the Deputy City Manager/Director of Recreation, City Manager, and City Council. Prepare a variety of complex analytical and statistical reports and presentations as directed.
- ◆ Coordination of Department activities with City sports organizations and other City departments.
- ◆ Respond to and resolve sensitive and difficult public inquiries and complaints.
- ◆ Develop, negotiate, and supervise City's Ball Field Maintenance contract; monitor contract for compliance.
- ◆ Supervise, promote, implement, and evaluate various recreational programs for children and adults including the annual 4th of July Fireworks Display, annual Citywide Track and Field Meet, adult softball and basketball tournaments, summer sports camp programs, and specialized one-day sports events and programs.
- ◆ Develop, prepare, and administer Department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling

expenditures.

- ◆ Participate in the negotiation, development, and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities.
- ◆ Participate in the development and implementation of Department work programs.
- ◆ Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.
- ◆ Oversee Recreation Department Customer Relations Program.
- ◆ Work closely with the school district regarding joint-use and capital improvements of facilities.
- ◆ Maintain close contact with school officials and community groups regarding program offerings and coordination of services.
- ◆ Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.
- ◆ Review manuals, reports, flyers, press releases, etc., produced by subordinate staff.
- ◆ Prepare and maintain records and evaluation reports on new and on-going program offerings.
- ◆ Recruit, select, train, schedule, supervise, and evaluate full-time, part-time, and volunteer staff; approve time sheets.
- ◆ Act on behalf of Deputy City Manager/Parks and Recreation Director in his/her absence as delegated.
- ◆ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ◆ Modern principals and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
- ◆ Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- ◆ Principles of human resource management, supervision, training, and performance evaluation.
- ◆ Recreational, social, and cultural needs of the community.
- ◆ Principles of facility supervision, facilitation, and maintenance.
- ◆ Good computer skills.

### **Ability to:**

- ◆ Analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in support of goals.
- ◆ Establish and maintain effective working relationships with staff, volunteers, City Council, Commissions and Committees, community organizations, individual citizens, governmental agencies, contractors, and vendors.
- ◆ Plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.
- ◆ Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation

of new program areas.

- ◆ Maintain administrative systems for facility and program scheduling, calendaring, and other functions.
- ◆ Analyze, interpret, and explain Department policies and procedures
- ◆ Participate in long-range and strategic planning.
- ◆ Work independently with little direct supervision; work effectively under pressure and deadlines with consistent interruptions.
- ◆ Communicate clearly, concisely, and effectively, both orally and in writing.

**Experience and Training:**

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

Five years of increasingly responsible experience in the administration of recreational programming and social and cultural programs and services, including three years of supervisory/administrative experience. Experience in planning, implementing, and facilitating sports programs.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field.

**Licenses:**

CPR and First Aid certificates.

Possession of a valid California Driver's License and an acceptable driving record.

**PHYSICAL DEMANDS**

*The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid

conditions and toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.