



**City of Laguna Niguel
Job Description**

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 including the maintenance of parks and related facilities; 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; provide highly-responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

Exercises direct supervision over Supervisory, 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:

- ◆ Assume management responsibility for all services and activities of the Parks and Recreation Department.
- ◆ Assume management responsibility for the maintenance of all parks and related facilities.
- ◆ Participate in the negotiation, development, planning, design and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities.
- ◆ Continuously monitor and evaluate the efficiency and effectiveness of Department methods, procedures and programs; assess and monitor workload; identify and implement opportunities for improvement; review with City Manager where appropriate.
- ◆ 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.
- ◆ Oversee and administer the annual grant program involving the School District.
- ◆ Provide administrative assistance to the City Manager and the City Council.

- ◆ Prepare a variety of complex analytical and statistical reports and presentations.
- ◆ Coordinate Departmental 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.
- ◆ 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 and approve 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, motivate, schedule, supervise, and evaluate full-time, part-time, and volunteer staff; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Modern principles of park planning and design.
- ◆ Modern principles 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:

- ◆ Manage, direct and coordinate the work of Professional, Clerical, and part-time staff.
- ◆ Select, supervise, train and evaluate staff.
- ◆ Provide administrative support and professional leadership and direction of the Parks and Recreation Department.
- ◆ Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- ◆ Interpret and apply Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- ◆ 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.
- ◆ Develop, analyze, interpret, and explain Department policies and procedures.
- ◆ Participate in long-range and strategic planning.
- ◆ 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 management and supervisory experience. Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs is required.

Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required. A Master's degree is preferred.

Licenses:

Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA) is preferred.

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.