

PARKS AND RECREATION MANAGER

DEFINITION

To plan, organize and manage the activities and operations of the Parks and Recreation Division of the Mariposa County Public Works Department, including responsibility for the County burial ground and associated record-keeping; to direct the acquisition and development of parks and recreational areas and park-related facilities; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works and Transportation or designee.

Exercises supervision over seasonal workers and other assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, organizes, and supervises all programs and activities of the Parks and Recreation Division of the Department of Public Works.

Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the division.

Ensures division compliance with all County policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.

Establishes, within County policy, appropriate staffing level and allocates resources accordingly in conjunction with professional and managerial staff.

Trains, supervises and evaluates the performance of subordinate staff; recommends disciplinary processes as necessary.

Assists in preparing and administering the division's annual budget; monitors expenditures and revenue intake; reviews annual division program fees; researches, prepares and administers grants for program funding at the direction of the department head.

Conducts or directs analytical studies on recreational needs and programming; develops and reviews reports of findings, alternatives and recommendations for the maintenance and improvement of services.

Oversees the planning, implementation and promotion of all division programs and projects.

Personally performs professional-level work in recreation programming as necessary, including planning and staffing community activities and events.

Assists with planning and directing the development of grounds, buildings and facilities for parks and recreational purposes; assists in planning and coordinating maintenance and construction work.

Develops and implements public awareness and public relations efforts of the division; prepares news releases; receives and responds to inquiries, concerns and complaints regarding division programs, activities and personnel.

Provides professional assistance to members of County departments and committees on recreational programs and related matters; assists with coordinating division activities and services with other departments, agencies and organizations as appropriate.

Provides support in developing partnership agreements with other agencies and organizations as appropriate to enhance division services, programs and projects.

Provides staff support to the Parks and Recreation Commission.

Monitors legislation and trends in recreation administration operations.

Takes appropriate steps to ensure the safety of all citizens that use County recreational facilities and properties, attend special events and take part in any activity offered by the division.

Conducts site visits to monitor grounds and facilities for safety, hazard conditions and routine maintenance needs; evaluates risk exposure for division activities; investigates and reports on accidents and incidents.

Directs the procurement of supplies and equipment.

Prepares and submits agenda items, project proposals, and reports on division programs and activities to the Director of Public Works and Transportation.

Performs general administrative/clerical work as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

Principles of supervision, training and performance evaluation.

Principles and practices of budget preparation and administration.

Record-keeping and report preparation methods.

Basic grant administration practices.

Principles and practices of public relations and media relations.

Principles and objectives of organized recreation programs.

Species and characteristics of trees and plants, and their maintenance needs.

Building maintenance practices.

Methods, equipment, material and tools used in the maintenance and beautification of parks, parkways and other public places.

Research methods and sources of information related to parks maintenance and administration operations.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Basic mathematics.

Safe work practices.

Ability to:

Understand, interpret, and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances.

Implement and interpret goals, objectives, policies, procedures and work standards.

Exercise sound, independent judgment with general policy guidelines.

Select, supervise, train and evaluate staff.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Generate and maintain adequate revenue sources; administer grant programs.

Prepare and administer budgets.

Organize and direct the management of County parks, recreational facilities and related programs.

Assist with evaluating the suitability of projects to specific sites and surrounding areas.

Ensure the safe operation and maintenance of County parks and recreational facilities.

Oversee the proper maintenance and care of County landscapes.

Interpret division projects and programs to the public.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Represent the County effectively in meetings with others and make presentations to various groups.

Establish and maintain effective working relationships with those contacted in the course of work.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent travels to various work sites throughout the County, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals. Worker frequently works past normal office hours for meeting and other events.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl, and reach while performing office duties and/or field work; lift and/or move up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

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

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Experience:

Three years of administrative and supervisory experience involving contact with the public, with at least two years in parks and recreation or other youth and community related fields.

Education:

High school graduation or GED equivalency and 60 semester units from an accredited college or university preferably with course work in recreation, park or public administration, or education.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of an American Red Cross lifeguard training instructor certificate.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.