

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: PARKS AND RECREATION DIRECTOR

DEPARTMENT: PARKS AND RECREATION

BASIC FUNCTION:

Under policy direction, to plan, direct, organize and coordinate the Parks, Recreation, Senior and Park Planning activities; and perform related responsibilities as required.

KEY RESPONSIBILITIES:

Plan, organize and direct the activities of the city's Parks, Recreation, Senior and Park Planning programs.

Develop and ensure implementation of department rules, procedures, and policies as well as the goals, objectives and policies of the Parks and Recreation Element and other associated elements of the city's General Plan.

Manage employees through other supervisors; set goals and objectives; select train, motivate staff; assess performance and make salary recommendations.

Respond to the most difficult citizen complaints and requests for information.

Prepare and administer the department budget.

Recommend adoption and assist in preparation and revision of related ordinances.

Provide staff support to the Parks and Recreation Commission and Senior Commission, and other related advisory groups involved in the issues of the Parks, Recreation, Senior and Park Planning programs.

Attend and make presentations at meetings of the City Council and various Recreation and Park Planning related commissions, community organizations and civic groups.

Coordinate department activities with other city departments and divisions, and with outside agencies.

Represent the city in the community and at professional meetings as required.

Coordinate the researching, application, implementation and monitoring of grant opportunities and activities at the local, state and federal level.

May serve as the Acting Assistant City Manager as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Concepts, objectives and requirements of the Parks, Recreation, Senior and Park Planning Programs, facilities, and operations.
- Principles, methods and procedures used in Recreation and Senior programs, advanced planning strategies, and developing and administering park master planning.
- Principles of Park and related facilities acquisition, construction techniques and maintenance and operation of facilities.
- Principles of organization, administration, budget and personnel management, grant opportunities and administration thereof.
- Federal, state, county and municipal laws, regulations and codes related to Parks, Recreation, Senior and Park Planning operations.
- Methods and techniques of research, statistical analysis and report presentation.

Ability to:

- Plan, organize and direct a citywide program of Parks, Recreation, Senior and Park Planning activities.
- Provide administrative and professional leadership for the department.
- Develop and administer annual and long-range programs and budgets.
- Research, apply for, implement and monitor grant opportunities and activities at the local, State and Federal level.
- Supervise, train and evaluate staff.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, orally and in writing.
- Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with a major in recreation, park management, public administration or related field; and five (5) years of increasingly responsible management experience in a community services department, such as, recreation or parks, including a minimum three years at an administrative or management level.

A master's degree in public or business administration is highly desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: June 22, 2010