

CITY OF ROSEVILLE

PARKS, RECREATION & LIBRARIES MANAGER

DEFINITION

To plan, organize, direct and coordinate various activities of the Department that may include parks, recreation, library and strategic operational support functions; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance to the Parks, Recreation & Libraries Director.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Parks, Recreation & Libraries Director.

Exercises direct supervision over assigned management, supervisory, professional, technical, and support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct a variety of division activities including the development and implementation of programs to serve a broad spectrum of the community, which may include the strategic planning, marketing, staffing, technology, maintenance and operation of facilities for parks, recreation, and/or library services.

Direct, oversee and participate in the development of Division work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Research and monitor emerging trends and issues as they relate to the division; develop and implement division appropriate action plans.

Prepare the Division/Department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved Division budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Prepare and make presentations and recommendations to the Parks, Recreation & Libraries Director, City Manager, City Council, commissions, boards and community groups.

Research and prepare technical and administrative reports; prepare written correspondence. Participate in and manage a variety of special projects; collect and analyze quantitative and qualitative data; prepare and present findings and recommendations.

Develop marketing plans and oversee department marketing activities including advertising and promotional efforts; plan and analyze marketing related to community needs and demographic data.

Perform legislative monitoring for its impact on department operations.

Participate in the planning, design, and development of new or expanded facilities such as swimming pools, ball fields, libraries, museums and golf courses.

Identify funding sources for assigned services, including local, State, and Federal programs and grants; participate in a variety of fund-raising activities with community groups and/or business supporters; oversee administration of such programs and use of funds received.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of program development and delivery, park and tree maintenance and operations, landscape architecture related to park planning and design, natural resource management and/or library science.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of public sector finance, budgeting and accounting.

Principles and standard practices of library material acquisition, classification and circulation and conservation, storage and handling of museum artifacts and collections.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct parks, recreation, library, museum, educational facility, community services and strategic support operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Perform the most complex work of the division.

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

Gain cooperation through discussion and persuasion.

Develop, interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

Experience:

Five years of increasingly responsible experience in recreation administration, parks administration, library services, business services administration or related field including two years of supervisory responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university.

License or Certificate

Possession of a valid California driver's license by date of appointment.

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