

PARKS MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Parks Division including park operations and maintenance, open space, urban forestry, park planning and development; to coordinate Parks Division 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 parks activities including the maintenance of parks and golf courses, open space preservation, urban forestry planning, community facilities districts, lighting and landscape districts and development activities including landscape architectural design, parks and streetscape construction and Capital Improvement Program and long range planning.

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

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

Oversee the operation and maintenance of City parks and related facilities, plan review, facility design and construction, open space preservation and urban forestry.

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

Research and prepare technical and administrative reports; prepare written correspondence.

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

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 park and tree maintenance and operations, landscape architecture related to park planning and design and natural resource management.

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

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 operations, open space, urban forestry and park planning and development 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.

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Gain cooperation through discussion and persuasion.

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 parks administration, 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.

07-22-17 Parks Manager