

DEPUTY DIRECTOR PARKS, RECREATION AND COMMUNITY SERVICES

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, provides complex professional support and managerial assistance to the Director of Parks, Recreation and Community Services by overseeing the planning, development, and administration of parks and recreation programs, facilities, and the construction and maintenance of all parks, recreation areas, parkways and related buildings. This role involves managing daily operations, ensuring compliance with laws and policies and enhancing services for residents and coordinating activities with other divisions or departments; supervising administrative and professional staff; and performing a variety of professional and technical level tasks relative to assigned areas of responsibility; performs related work as required

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management level classification responsible for assisting the Director of Parks and Recreation with planning, directing, managing and evaluating the activities, programs, operations, and staff of the Parks and Recreation Department. The incumbent is expected to assist in the overall responsibility for all facets of a municipal park and recreation program including assisting with establishing general direction, goals, and priorities. This classification is distinguished from the Recreation and Community Manager in that the latter is responsible for planning, directing, managing, developing, and evaluating one or more of the department's major program areas, including parks and landscape maintenance, where the former is only responsible for the oversight of recreation program areas within the department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and direction from Director of Parks, Recreation and Community Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist the Director with planning, directing, managing, and evaluating the activities, programs, and operations of the department
2. Provide staff assistance to the City Council, City Manager; prepare and present staff reports; research and prepare a variety of technical and administrative reports.
3. Coordinate department program activities with other departments, divisions, outside entities and organizations; represent the department to outside groups and organizations
4. Evaluates parks, facilities, program operations, and activities; recommend improvements and modifications. • Build and maintain positive working relationships with co-workers, other City

- employees, City officials, and the public using principles of good customer service.
5. Assist in planning, organizing, and directing parks maintenance / projects, city facility landscape maintenance / projects, recreation programs, and facility operations.
 6. Assist with the preparation and administration of the department budget; monitor and control department revenues and expenses; recommend service and staffing levels to the director; allocate resources accordingly. Supervise and support staff, including hiring, training, and performance evaluations.
 7. Receive and respond to public inquiries, requests for assistance and complaints regarding department projects and other City activities; resolve sensitive and controversial issues within City and department guidelines
 8. Research, and assist with reviewing and monitoring contracts and agreements with other departments and outside vendors; prepare specifications and contracts for services; review plans for compliance and completeness; act as project manager for assigned projects
 9. Oversee the preparation and maintenance of a variety of records, reports and correspondence related to division activities
 10. Ensure compliance with federal, state, and local regulations related to parks and recreation.
 11. Manage maintenance and improvements of parks, green spaces, and recreational facilities. Create and maintain parks maintenance management plans, establishing and maintaining maintenance standards.
 12. Collaborate with community organizations, businesses, and government agencies to enhance program offerings.
 13. Respond to community concerns, providing solutions and fostering public engagement.
 14. Serve as Acting Director in the absence of the Director.
 15. Other duties as assigned.

QUALIFICATIONS

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

Knowledge of:

- Principles, practices, and methods used in parks and recreation management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Pertinent federal, state and local laws, rules, codes, and ordinances.
- Methods and techniques of effective project management, and technical report preparation and presentation.
- Operational characteristics, services and activities of recreational and community service programs.
- Principles and practices of budget preparation and administration.
- Principles and practices of personnel management, supervision, training, and performance evaluation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Modern office practices and technology, including personal computer hardware and software; computer-based project management and scheduling.

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- Safe work practices.
- Parks Maintenance Management Plan creation and delivery
- English usage, spelling, grammar, and punctuation

Ability to:

- Plan, direct, manage, and oversee the administration and operations of the Parks and Recreation Department, parks maintenance, venue rentals, arts, and event tourism programs and activities.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- On a continuous basis, analyze budget and technical reports; draft, interpret, and evaluate staff reports and related documents; understand and interpret laws, regulations, codes and procedures related to assigned areas; observe performance, motivate, train and evaluate staff; explain and interpret policy.
- Analyze complex problems, identify and evaluate alternatives, and make sound recommendations related to department activities.
- Coordinate department activities with other City departments and agencies as required.
- Develop, control and administer departmental budget and expenditures.
- Interpret and apply City and department Code, policies, procedures, rules and regulations.
- Interpret, apply, and ensure project compliance with applicable federal, state and local laws.
- Develop plans, schedules, specifications, and cost estimates for assigned projects.
- Negotiate and administer service contracts and prepare bid packages.
- Analyze department support needs and ensure prompt and efficient delivery of service, materials, and supplies.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer technology and applications in the performance of daily activities and maintenance plans.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Experience and Training Guidelines:

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:

Experience:

- Minimum of 5 years of progressively responsible experience in parks and recreation administration, community service program delivery, park and recreation project management, or park maintenance and design. Three years of which have been in a supervisory or management role.

Education:

- Equivalent to a Bachelors' degree from an accredited college or university with major course work in Public Administration, Business Administration, Park and Recreation Administration, Park and Recreation Management or a closely related field

Licenses and Certifications

- Possession of valid Class C Driver's License
- Ability to maintain insurability under the City's vehicle insurance program.

WORKING CONDITIONS

Environmental Conditions:

Incumbents appointed to this class must be willing to work in the field and in the office, and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions. Employees may interact with upset members of the public in interpreting and enforcing departmental policies and procedures. Employees may work irregular hours including after-hours, holidays, and weekends; be subject to "on-call" status 24 hours a day and be willing to work outdoors in all types of weather conditions.

Physical Conditions:

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).