

CITY OF LOS BANOS

Job Description

POSITION TITLE	PARKS & RECREATION OPERATIONS MANAGER
DEPARTMENT	PUBLIC WORKS
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MIDDLE MANAGEMENT

DEFINITION

To plan, organize, direct and coordinate the activities of the Parks & Recreation Division within the Public Works Department including park and facilities maintenance, recreation services; to provide leadership to staff; to coordinate Parks & Recreation activities with other divisions and departments; and to utilize administrative and technical skills and provide highly complex staff assistance to the Public Works Director/City Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Assistant Public Works Director and general direction from the Public Works Director/City Engineer. Exercises direct supervision over assigned supervisory, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Develop and implement department goals, objectives; establish performance standards, methods and related activities for assigned personnel; develop and implement policies and procedures.
- Direct, oversee and participate in the development of the Parks & Recreation Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Prepare the Parks & Recreation Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and control expenditures; administer the approved budget.
- Participate in the selection of staff; oversee the coordination of staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Manage large and complex special events.
- Establish and ensure the implementation of a proper preventive park maintenance program; coordinate contractor and staff maintenance.
- Keep track of vendor operations and review vendor performance reports.

Parks & Recreation Operations Manager

- Oversee planning and implementation of recreation activities such as senior citizen, cultural, special populations, youth and adult activities, special events, and athletics on a City-wide basis.
- Implement and carry out contracts for specialized recreation programs, classes and community wide events.
- Research methods for reaching appropriate age target groups for services offered; prepare and disseminate information for promotion of programs including public speaking and fund development to community groups and private businesses; establish and maintain relations with potential clients.
- 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, prepare, and present technical, administrative, and City Council Agenda reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of park maintenance and operations, horticulture and landscape maintenance.
- The management of contractual services.
- Principles and practices of recreational, senior services and related activity and program development and implementation.
- Methods for analyzing community needs and developing and marketing resources to meet those needs.
- 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 performance evaluation.
- Personnel management principles and functions.

Ability to:

- Organize, implement and direct Parks & Recreation Operation activities within the Public Works Department.
- 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; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

- Conduct studies, prepare comprehensive reports, and determine cost effective ways for conducting the assigned maintenance activities.
- Exercise independent judgment.
- Remain calm and focused during emergency operations.
- Understand community needs for a variety of recreation areas and evaluate activities according to those needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret, apply, and explain pertinent laws and City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Bachelor's degree from an accredited college or university in Landscape Maintenance, Parks & Recreation Administration, Urban Forestry, Ornamental Horticulture, Biology, or related field; or proof of enrollment in a Bachelor's degree program with an accredited college or university within thirty (30) days following hire date. Must be actively pursuing Bachelor's degree with a completion date within eighteen (18) months following hire date.
- Experience in marketing programs, including use of social media.
- Five (5) years of increasingly responsible technical, administrative or analytical experience in park maintenance and recreation program administration or related field; including two (2) years of supervisory responsibility and project management duties.

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