

CITY OF LOMPOC

PARKS AND RECREATION MANAGER

DEFINITION:

Under administrative direction, to plan and direct the maintenance and operation of the City parks and recreational facilities and citywide recreation program; and to perform related work as required.

CLASS CHARACTERISTICS:

The Parks and Recreation Manager is the executive manager responsible for the activities of the Parks and Recreation Division. The incumbent receives direction on administrative policy and major projects and is responsible to the Community Development Director for the day-today operations.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

EXAMPLES OF DUTIES:

Plans, coordinates and directs the maintenance of the City's parks and related programs, including grounds recreational areas and designated City properties, and the recreational programs and services for children, youths and adults; evaluates community requirements for parks and recreation; recommends programs, including planning and development of parks and recreational facilities to meet the needs of the community; carries out approved programs; meets with interested groups and individuals to discuss parks and recreation programs, facilities and needed improvements; interprets the parks and recreation department activities to other departments and to the community; serves as staff liaison to the Parks and Recreation Commission; prepares annual division budget estimates and supervises the administration of the approved budget; reviews applications and eligibility list of applicants for employment and selects and appoints division personnel; prepares reports, manuals and instruction procedures; plans and coordinates the activities of cultural, instructional, athletic and special activities; may be assigned to assist on Community Development projects or other programs; prepares grant applications; administers grant programs received by the City in parks and recreation; may participate in the design of irrigation systems and athletic fields; plans and directs the development and maintenance of parkways and street islands; operates City vehicles; and performs related work as required.

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MINIMUM QUALIFICATIONS:

Knowledge of:

Municipal park administration;
Modern methods and procedures to develop areas;
Facilities and services to meet the needs and resources of the City;
Philosophies and techniques of planning and supervising a citywide recreation program, community organizations and resources;
Current developments in the coordination of park, school, sports and playground activities;
Recordkeeping;
Principles of supervision and training;
Appropriate safety precautions and procedures.

Ability to:

Analyze community needs and to work with community organizations in developing programs adapted to the particular requirements and needs of the community and gain and hold the support, confidence and enthusiasm of leaders and participants in the programs;
Select and train personnel;
Speak before public gatherings;
Write letters and prepare reports;
Plan and direct the development and maintenance of parks and recreational programs;
Maintain records;
Supervise the work of others;
Operate a vehicle observing legal and defensive driving practices;
Understand and carry out oral and written instructions;
Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training, education and experience that demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is graduation from college in recreation or parks administration and four years of increasingly responsible professional experience in supervising parks and recreational activities, preferably including administrative-level experience.

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PHYSICAL DEMANDS AND WORKING CONDITIONS:

Strength: Light Work - Occasional lifting, carrying, pulling and/or pushing of 25 pounds or less.

TK:dh 8/82