

## CITY OF LATHROP

### PARKS AND RECREATION ADMINISTRATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction of the Director of Parks and Recreation, assists in the planning, and coordination of the daily operations of the City's Parks and Recreation Department, including comprehensive community recreation, cultural, athletic, before and after school (Kid Club), social, and human service programs; participates in the development of long-range parks planning and facility needs for new developments; assists in formulating policy and developing goals and objectives; supervises staff, evaluates and participates in the work of personnel responsible for operation of the Department; assists in the preparation and administration of the department budget ; participates in commission and committee meetings; ensures safe work practices and service quality; serves as a technical resource for assigned work personnel; provides highly responsible and complex administrative assistance to other departments/agencies; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Parks and Recreation Administrator** is a single position class, mid-management level position responsible for assisting in the overall management of the City's Parks and Recreation Department, including before and after school (including Kid Club camps), adult and youth sports, youth and teen programs, and community events. Participates in the development of long-range parks planning and facility needs for new developments. This classification is distinguished from the next higher classification of Director of Parks & Recreation in that the latter has management responsibility for the entire Parks & Recreation Department.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the Director of Parks & Recreation.

Exercises direct and indirect supervision over assigned staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Assumes responsibility for and assists in the planning, and coordination of the daily operations of the City's Parks and Recreation Department, including comprehensive community recreation, cultural, athletic, before and after school (Kid Club), social, and human service programs. Assists in the development, implementation and maintenance of the Parks and Recreation Department's goals, objectives, policies and procedures; ensures that program goals are achieved. Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and

- supplies; administers and monitors the approved Department budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Determines long-range program plans and develops methods used in providing Parks and Recreation services.
  - Plans, coordinates and reviews the work plan for assigned projects and responsibilities which may include organizing and encouraging the formation of clubs, teams, leagues and special events; responds to inquiries or requests for service from interested community groups and citizens; interprets City policy for community groups, commissions, advisory boards and citizens; provide staff assistance to advisory commissions and boards.
  - Responds to and resolves community and organizational inquiries inclusive of the most complex and difficult complaints, inquiries and requests related to operations, programs and services; establishes and maintains a customer service orientation within the department.
  - Represents the Parks and Recreation Department with other City departments, Commissions, agencies, civic groups and the public.
  - Prepares various reports on operations and activities; maintains records related to Department Operations.
  - Provides technical and professional advice; prepares and presents reports on current Parks & Recreation related activities and issues for City Council, City Manager, community groups; makes public presentations as needed
  - Monitors and keeps informed of current trends in the field of parks and recreation, including legislation, court rulings, and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
  - Coordinates the selection and training of Parks and Recreation personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as appropriate; assigns work to assigned staff and personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.
  - Supervises and participates in the design, preparation and distribution of Parks and Recreation publicity, including press releases, brochures, pamphlets, flyers and printed schedules; represents the Department to the news media.
  - Participates in the long-range planning of parks and facility needs for new developments; serves as the Capital Improvement Project Administrator for the construction of parks and community facilities.
  - Provides staff assistance and technical support to assigned program activities; conducts organizational and operational service delivery studies; makes recommendations to address and resolve identified service delivery issues.
  - Assists in the preparation of federal and state grants as well as seeking sponsorships, gifts and donations; gathers and interprets statistical and fiscal data and submits in report form.

- Assists in the planning and staging of community events and special programs.
- Provides oversight to and attends commission meetings; attends and participates in committee, organizational and community meetings as necessary;;
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and face-to-face service. The nature of the work may require the incumbent to work outdoors in all weather conditions, including hot, wet and cold, and lift equipment and materials weighing in excess of 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Parks and Recreation Administrator**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible supervisory experience in the delivery of recreation or leisure time services, and a bachelor's degree with major course work in recreation, public administration, landscape architecture or related field.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license; possession of, or ability to obtain CPR and First Aid certifications.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Recreation, cultural and leisure needs of youth, teen and adult populations of the community; procedures for planning, implementing and maintaining a variety of recreation and leisure time activities and programs through community participation; principles and practices of program administration, including budgeting, marketing, purchasing and program need forecasting; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods

and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Assist in the planning and management of the daily work of the Parks and Recreation Department; design, develop and implement recreation and leisure programs suited to the needs of the community; analyze, interpret and explain Department policies and procedures; assist in the preparation and administration of the Department budget; elicit community and organizational support for programs; identify and administer grants for particular program areas; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.