

CITY OF ARCADIA

DEPUTY DIRECTOR OF RECREATION AND COMMUNITY SERVICES

DEFINITION

Under administrative direction, to direct, manage, supervise, and coordinate Recreation programs, services, and activities; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Recreation Director.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all Recreation programs, services, and activities.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned recreation programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Recreation Director; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for Recreation programs and services; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Recreation program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for the Recreation Department with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Recreation Director; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Recreation programs, policies, and procedures as appropriate.

Schedule facilities, transportation, and appropriate activity supervision.

Meet with individuals, community groups, and school officials to ensure that facilities, programs, and activities meet the needs of the community.

Develop and implement departmental publicity and marketing strategies; write and distribute flyers, brochures, and informational materials on recreational programs.

Supervise office operations including class and activity registration and the collection and accounting of recreation-related fees and revenues.

Plan and supervise a program of social/cultural activities including summer concerts, youth, teen, and adult fee and charge classes and activities, and other recreation specialties involving the supervision of group instructors and recreation leaders.

Maintain an inventory of necessary recreation supplies and equipment; make approved purchases as needed.

Provide staff support to the Senior Citizens and Recreation Commissions; represent the Department at City meetings.

Assume responsibility for Community Center reservations, preparation of schedules of rooms and events, and assignment and supervision of staff for efficient operation and optimum customer service.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.

Respond to and resolve difficult and sensitive inquiries and complaints.

Act as Recreation Director in the absence of the Director.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a recreation program.

Organizational and management practices as applied to the analysis and evaluation of Recreation programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for recreation programs and services.

Recommend and implement goals, objectives, and practices for providing effective and efficient recreation services.

Manage, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community and recreation issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Six years of responsible recreation experience including four years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: January 1999

Revised Date: May 2023