

**CITY OF ARCADIA**  
**DIRECTOR OF RECREATION AND COMMUNITY SERVICES**

**DEFINITION**

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Recreation Department; to serve as technical advisor to the Recreation and Parks Commission, Senior Citizens Commission, Youth Master Plan, and City Council on matters regarding Park and Recreation facilities, parks, and program needs; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

**SUPERVISION EXERCISED**

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

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume full management responsibility for all Recreation Department services and activities; serve as technical advisor to the Recreation and Parks Commission, Senior Citizens Commission, Youth Master Plan, and City Council on matters regarding Park and Recreation facilities, parks, and program needs.

Manage the development and implementation of Recreation Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

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; direct the implementation of changes.

Represent the Recreation Department to other City departments, elected officials and outside agencies; explain and interpret Recreation Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

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

Plan, direct, and coordinate the Recreation Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

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

Coordinate Recreation Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager and City Council; 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.

Plan, organize, and supervise the recreation activities of the City in eight divisions including Administration, Community Center Maintenance, Fee & Charge classes, Nature, Playgrounds, Senior Citizens, Camp, and Aquatics.

Recommend policy, property acquisition, site design and improvement to existing recreational facilities.

Recommend and administer financial grants from other levels of government or private donors.

Secure the cooperation of the School District in matters pertaining to Recreation.

Invite support and secure cooperation of youth groups and community organizations.

Assign the use of athletic fields, tennis courts and general recreation facilities for both the City and the School District.

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.

### **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 comprehensive recreation and parks program.

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

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

Advanced principles and practices of municipal 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 the Recreation Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient recreation and parks services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council 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 large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and financial 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:**

**Experience:**

Seven years of responsible recreation and parks experience including five 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. A Master's degree is desirable.

**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