



DIRECTOR OF PARKS, RECREATION, AND NEIGHBORHOODS

Class
Code:
1761

Bargaining Unit: Unrepresented

CITY OF MODESTO
Established Date: Jan 6, 2009
Revision Date: Jun 21, 2022

SALARY RANGE

\$157,227.20 - \$196,539.20 Annually

DEFINITION:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

To plan, organize, direct, and review the activities and operations of the Parks, Recreation, and Neighborhoods Department, including the design, development, construction, maintenance, and acquisition of all parks, open space, and related facilities, leisure and community services programming and activities, federally funded programs for housing acquisition, rehabilitation and renovation, public service projects and services to the homeless and disadvantaged population, and enforcement of ordinances and other regulations related to visual blight, signs, and rights-of-way; to provide leadership to the department and City organization; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and Deputy City Manager.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from the City Manager and/or Deputy City Manager.

Exercises direct and/or indirect supervision over assigned management, supervisory, professional, technical, operations and maintenance, and administrative support staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Deputy City Manager, City Manager, and City Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee, and participate in the development of the Department's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Supervise and participate in the development and administration of the Parks, Recreation, and Neighborhoods Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate, and evaluate personnel; provide a high level of leadership; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Develop and implement long and short-term strategic plans in support of department and City-wide goals and objectives.

Oversee and administer the Housing and Urban Development programs and services, community and neighborhood improvement, leisure services programs and activities, parks operations, building services functions, operation of parking facilities, golf and community center operations, preservation and operation of historic properties, community and neighborhood programs and activities, solid waste, recycling and composting activities and programs, and the acquisition and development of parks, trails, and open space.

Respond, negotiate, and resolve significant and controversial neighborhood and community issues and difficult and sensitive citizen inquiries and complaints.

Prepare and submit reports and recommendations and provide technical advice to the Deputy City Manager, City Manager, City Council, and related boards and commissions.

Prepare long-range plans to meet community needs based on studies of local conditions and projections of the future composition of the community; recommend additional, altered, or expanded public parks and recreation facilities.

Coordinate and direct fund-raising activities.

Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as

necessary.

Research, prepare, and present technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Observe and maintain a safe working environment in compliance with established safety programs and procedures.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles, practices, and methods for successful administration of the development and maintenance of parks and open space, facility operation and maintenance, recreation programming, housing and community development programs, solid waste, recycling and composting operations, and fund development.

Principles and practices of housing and community development, redevelopment, and financing programs.

Recreational, cultural, human, and social needs of all age, ethnic, and economic groups.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent federal, state, and local laws, codes, rules, and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration, and personnel management.

Principles and practices of budget preparation and administration.

Principles and practices of safety management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Plan, direct, and control the administration and operations of the Parks, Recreation, and Neighborhoods Department.

Prepare and administer department budgets.

Develop and implement policies and procedures related to assigned operations.

Supervise, train, and evaluate staff.

Gain cooperation through discussion and persuasion.

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

Interpret, explain, and apply federal, state, local, and department policies, procedures, laws, rules, and regulations.

Understand and implement the community, social, and leisure services needs of the community and recommend additional areas, facilities, and programs to meet those needs.

Formulate substantive recommendations for community development and financing programs.

Identify and respond to public and City Council issues and concerns.

Serve as liaison for various private and public agencies and deal successfully with the public and other interested groups.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in community, leisure, or human services programs, including three years of administrative and management responsibility.

Training:

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

License or Certificate:

Possession of, or the ability to obtain, a valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS:

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds.

Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment. Positions require regular overtime or weekend work and the ability to travel.

CLASS SPECIFICATION HISTORY:

<i>Class Spec History</i>	
Adopted	6/04
Revised	12/08, 07/19, 06/20
BU	Exec Mgt