



# Town of Moraga

## Parks and Recreation Director

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification **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:**

The Parks and Recreation Director assumes full management responsibility for all Parks and Recreation Department services and activities including recreational youth and senior programs; special events; parks, open space, and facility maintenance and management; cultural and arts program; and capital projects for park and recreation facilities.

### **DISTINGUISHING CHARACTERISTICS:**

Under administrative direction of the Town Manager, the Parks and Recreation Director oversees and directs all Town parks and recreation activities; and provides highly responsible and complex technical and administrative assistance to the Town Manager. Responsibilities include strategic planning for use of resources, coordination of departmental activities, and ensuring programs, services, and facilities are of the highest quality. The incumbent is accountable for accomplishing department planning and operational objectives and for furthering Town goals within general policy guidelines.

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

This position reports to the Town Manager; and supervises and evaluates the performance of subordinate personnel.

### **ESSENTIAL FUNCTIONS:**

- Assumes full management and supervisory responsibility for parks, facility and recreation operations to achieve goals within available resources.
- Plans, directs and organizes work program, staff assignments, and schedules.
- Selects, trains, motivates, evaluates and directs department personnel.
- Prepares and administers annual department operating budget and capital projects.
- Serves as staff liaison to the Park and Recreation Commission, Art in Public Spaces Committee, Hacienda Foundation and Park Foundation.
- Monitors and inspects park and recreation facilities, and schedules and coordinates maintenance.
- Manages applicable safety programs for parks and recreation facilities and programs.
- Represents the Parks and Recreation Department to other Town departments, elected officials, outside agencies and not-for-profit organizations; explains and interprets Parks and Recreation Department programs, policies, and activities.
- Explains, justifies and defends Parks and Recreation Department programs, policies, and activities.
- Provides timely response to and resolves difficult and sensitive citizen inquires and complaints.
- Coordinates department activities with other departments and agencies as needed.
- Serves as Town liaison to other agencies, such as the school districts and college, and a variety of community groups and not-for-profit organizations.

- Partners with the Public Works Director/Town Engineer in planning for major park and facility maintenance projects.
- Conducts outreach and assesses community parks and recreation interests and makes recommendations to ensure successful and cost-effective implementation of facility and park use for rentals, programs, and events.
- Oversees the collection and reconciliation of fees and charges for programs, activities, and facility rentals/leases; resolves issues related to fees, damages and contract violations.
- Conducts fundraising and seeks donations, sponsorships, grants and in-kind services for programs, projects and events.
- Provides staff assistance to the Town Manager and Town Council; prepares and presents staff reports and other necessary correspondence.
- Monitors changes in laws, regulations, and community preferences that may affect Town or department operations; and creates/modifies and implements policy and procedural changes as required.
- Conducts a variety of general and specialized organizational and operational studies and analyses.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation.
- Performs other related duties as required that may not be specifically listed in the job description, but are within the general responsibility level associated with this classification.

#### **PHYSICAL AND MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS:**

**Physical:** Position requires prolonged sitting, standing, walking, reaching, twisting, 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 and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents, and equipment weighing up to 35 pounds also is required. Must be able to attend meetings at various sites within and away from the Town; and work flexible hours including evenings and weekends as needed.

**Mental:** While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions or alone; and interact with other staff, officials and the public.

#### **QUALIFICATIONS:**

**Education:** Bachelor's degree from an accredited college or university with major course work in recreation administration, public or business administration, or a related field, or equivalent.

**Experience:** Five (5) years of responsible recreation or related experience including three (3) years of management and supervisory experience, preferably in a municipal setting.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Operational characteristics, services and activities of recreation programming, park and facility maintenance, and capital project planning, construction and management.

- Administrative principles and practices of recreation programming, including goal setting, program development, implementation and evaluation.
- Public agency budget and contract administration practices.
- Principles and practices of writing and administering grants.
- Principles and techniques of long-term maintenance planning for parks, open space and recreational facilities.
- Marketing theories, principles and practices and their application to park and recreation facilities, programs, and events.
- Methods and techniques for effectively representing the Town in contracts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with the public, vendors, contractors, and staff.
- Applicable federal, state and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned areas of responsibility.
- Principles, practices, methods, theories, and trends in volunteerism and volunteer management.
- Technical, legal, financial, and public relations challenges associated with the management of park and recreation programs.

**Skill to:**

- Effectively supervise and develop staff.
- Competently use computer systems including word processing, spreadsheet software, and specialized programs.
- Communicate clearly and concisely, both orally and in writing.
- Maintain positive working relationships with program participants, residents, community groups, elected and appointed officials, and staff.

**Ability to:**

- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services.
- Provide administrative and professional leadership and direction for the department and Town.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work and work of subordinates; and meet critical deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Prepare and administer operating and capital project budgets.
- Allocate limited resources in a cost effective manner.
- Prepare clear and concise reports.
- Make decisions at a department head level.
- Identify and effectively respond to community and Town Council issues, concerns and needs.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

***\*The employer will make reasonable accommodation in compliance with the Americans With Disabilities Act of 1990.\****