

**CITY OF SALINAS**

**RECREATION-PARKS SUPERINTENDENT**

**BARGAINING UNIT/CLASS CODE:**

**AMPS / Q20**

**DEFINITION**

To plan, organize, assign, direct, and review the services provided by the Recreation Division with specific focus on the overall site coordination of community initiatives involving recreation, families, seniors and children. This would include the development and implementation of grant-funded projects and assignments. Performs the professional and administrative functions of planning, directing and coordinating the activities of the Division including fiscal and management services, resource development and planning and development of personnel.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Deputy City Manager. Exercises general direction and supervision over subordinate staff.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Participate in the development of strategies and work in a collaborative effort to assist the City and other agencies in planning and implementing recreation and community service projects that will have a positive impact on the Community. Align and link division services and activities with other community initiatives for recreation, children, families and seniors. Make recommendations regarding policies, procedures, organization, operations, programs and other management-related items. Set and implement goals, objectives, policies, procedures, and priorities for recreation and outreach programs. Direct, train and evaluate Division staff. Analyze community needs and adapt programs to meet those needs in accordance with available resources. Confer with Deputy City Manager on policy, long-range programs, and coordination of activities with collaborative public non-profit, governmental, legislative and related private agencies. Assist in the planning and development of Recreation and Parks Capital Improvement Projects. Supervise recreation-park planning projects. Prepare grant proposals, to include preparation and follow-through that would include implementation of programs or projects and drawdown of grant funds. Develop, prepare, modify and monitor items/areas such as budgets, grants, and concession management and supervise the administration of the final budget. Prepare and present written and oral reports on recommendations, data, impacts, options, and strategies. Approve and monitor the expenditure of Division operations and capital budgets. Oversee and set in place financial controls and practices to ensure that revenues and expenditures meet the needs of the Division and overall City financial policies. Reviews personnel requirements and assist in the selection of department/division staff, to include supervision of the counseling and discipline of personnel. Confer with and is responsible for staffing the Recreation-Park Commission on Division matters. Direct and participate in the preparation of publicity materials, reports, and correspondence and the maintenance of departmental records. Administer contractual agreements. Attend meetings, prepare reports, and make presentations. Represent the City at Advisory Councils and Committees, Boards, Schools, Commissions and City Council. Research, interpret and comply with local, county, state and federal codes, regulations, policies, procedures and guidelines. Organize curriculum and protocols to support internal staff development in the areas of violence prevention and children and family services. Administer, plan, develop, conduct and evaluate training/informational programs. Promote and maintain safety in the work place. Perform other related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, occasional need to walk on uneven

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surfaces inspecting event sites; physical strength to lift from the floor without assistance up to 40 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasional fieldwork required related to outdoor recreational activities. Some driving required to attend out-of-town training, meetings, and to visit various recreation centers/sites within the City.

**QUALIFICATIONS**

**Knowledge of:**

Philosophies, concepts, and techniques of public administration to include grant administration. Recreation needs of the community. Principles of qualitative and quantitative analyses including preparation and presentation of materials and reports. Research and evaluation techniques. Report writing, computer operations and computer technology. Internal and external operations, functions and resources related to the assignment. City policies, procedures, and planning processes. Principles and techniques of effective management and supervision. Public sector and/or non-profit accounting and budgeting practices. Personnel administration practices and procedures. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

**Ability to:**

Direct the operations and activities of a major City Division. Manage analytical and administrative support programs to include grants. Prepare and administer a program budget; plan, monitor, and control expenditures. Assess and respond to community needs. Coordinate with other departments, other governmental agencies, and the public on collaborative partnerships. Work productively with legislative/governmental agencies to secure funding sources and/or appropriate legislation. Maintain open channels of communication and remain accessible to Division staff, the public, Department Directors, City Management and City policy makers. Organize and promote events and programs. Communicate effectively verbally and in writing. Plan, organize and direct comprehensive administrative and planning programs to meet recreation, parks, cultural and community education needs of the community.

**License or Certificate:**

Possession of a valid California (Class C) Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrate the skills, knowledge, and abilities required to perform the duties would be any combination equivalent to a Bachelor's degree in Business Administration, Public Administration, Social Services, Education, Recreation Administration or a related field (a similar Masters Degree is desirable) and five (5) years of progressively related experience, including at least two (2) years at a supervisory or management level.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_