



CITY OF SALINAS
invites applications for the position of:

Recreation-Parks Superintendent

SALARY: \$8,001.00 - \$10,202.00 Monthly
DEPARTMENT: Library & Community Services- Recreation
DIVISION: Recreation Parks Administration
OPENING DATE: 08/28/19
CLOSING DATE: 09/19/19 05:00 PM

THE POSITION:

SPECIAL INSTRUCTIONS: All applicants must provide proof of education at the time of application or submit to the Human Resources Department prior to the final filing date. Applications are incomplete without the required document.

Summary of Duties: Plans, organizes, assigns, directs, and reviews the services provided by the Recreation-Parks Division of the Library and Community Services Department with specific focus on the overall site coordination of community initiatives involving parks, 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 Department including fiscal and management services, resource development and planning and development of personnel.

Distinguishing Characteristics: Receives direction from the Library and Community Services Director. Exercises general direction and supervision over subordinate staff.

ESSENTIAL JOB FUNCTIONS:

(These functions are representative only. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Participates in the development of strategies and works in a collaborative effort to assist the City and other agencies in planning and implementing recreation and parks projects that will have a positive impact on the Community.
2. Plans, organizes, directs and reviews city-wide maintenance and improvement programs for parks and playgrounds.
3. Aligns and links Division services and activities with other community initiatives for parks, recreation, children, families and seniors.
4. Makes recommendations regarding policies, procedures, organization, operations, programs and other management-related items.
5. Sets and implement goals, objectives, policies, procedures, and priorities for recreation and outreach programs.
6. Directs, trains and evaluates Department staff.
7. Analyzes community needs and adapts programs to meet those needs in accordance with available resources.
8. Confers with Library and Community Services Director on policy, long-range programs, and coordination of activities with collaborative public non-profit, governmental, legislative and related private agencies.
9. Assists in the planning and development of Recreation and Parks Capital Improvement Projects. Supervises recreation-park planning projects.
10. Prepares grant proposals, to include preparation and follow-through that would include implementation of programs or projects and drawdown of grant funds.
11. Develops, prepares, modifies and monitors items/areas such as budgets, grants, and concession management and supervise the administration of the final budget.
12. Prepares and presents written and oral reports on recommendations, data, impacts, options, and strategies.

13. Approves and monitors the expenditures of Department operations and capital budgets.
14. Oversees and sets in place financial controls and practices to ensure that revenues and expenditures meet the needs of the Department and overall City financial policies.
15. Reviews personnel requirements and assists in the selection of Department/Division staff, to include supervision of the counseling and discipline of personnel.
16. Directs and participates in the preparation of publicity materials, reports, and correspondence and the maintenance of departmental records.
17. Develops and administers contractual agreements.
18. Attends meetings, prepares reports, and makes presentations.
19. Responds to public inquiries or complaints regarding parks, playgrounds and recreation programs; initiates responsive or corrective action.
20. Participates in the preparation of plans, specifications for contract maintenance services and oversees contract service programs.
21. Represents the City at Advisory Councils and Committees, Boards, Schools, Commissions and City Council.
22. Researches, interprets and complies with local, county, state and federal codes, regulations, policies, procedures and guidelines.
23. Organizes curriculum and protocols to support internal staff development in the areas of violence prevention and children and family services.
24. Administers, plans, develops, conducts and evaluate training/informational programs.
25. Promotes and maintains safety in the workplace.
26. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Philosophies, concepts, and techniques of public administration to include grant administration and budgeting.
- Recreation needs of the community.
- Principles of qualitative and quantitative analyses including preparation and presentation of materials and reports.
- Research and evaluation techniques.
- 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.
- Promoting the mission, values and standards of an effective public organization, particularly in the area of customer service.

Skill in:

- Preparing concise, comprehensive, and accurate written reports and correspondence.
- Supervising, training and evaluating assigned personnel.
- Establishing and maintaining effective working relationships with City staff and patrons.
- Making public presentations and reports.
- Conflict resolution and personnel management.

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 clearly and 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.

Education: Bachelor's degree in Business Administration, Public Administration, Social Services, Education, Recreation Administration, Landscape Architecture, Park Design and Development or a closely related field. A similar Master's Degree is desirable.

Experience: Seven (7) years of progressive and closely related experience, including at least five (5) years at a supervisory or management level.

Licenses and Certifications: Possession of a valid California (Class C) Driver's License.

SUPPLEMENTAL INFORMATION:

Physical Demands and 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 and maintenance functions. Some driving required to attend out-of-town training, meetings, and to visit various recreation centers/sites within the City.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required.

For questions, please contact Patricia Peñaloza, Senior Human Resources Analyst, at (831) 758-7416 or patricia.penalosa@ci.salinas.ca.us.

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Position #19-00023
RECREATION-PARKS SUPERINTENDENT
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