

City of South San Francisco
Human Resources Department

Deputy Director of Parks and Recreation
Class Description

Definition

Under administrative direction of the Assistant City Manager/Parks and Recreation Director, plans, directs, and coordinates the operations of the Parks and Recreation Department, develops and implements policies, goals and objectives and ensures compliance with applicable laws, ordinances and regulations; and does related work as required.

Distinguishing Characteristics

Reporting to the Assistant City Manager/Parks and Recreation Director, the Deputy Director manages, supervises, develops, maintains, directs and coordinates the activities of the Parks and Recreation Department and manages the operation of the department. This class is distinguished from the Program Manager classification in that it has responsibility for managing programs, policies, and projects encompassing all department divisions.

Typical and Important Duties

1. Manages the operations of the Parks and Recreation Department including Parks (playground, ballfields, Common Greens, turf maintenance, repairs, and upgrades; maintenance of public trees), Recreation (cultural arts, athletics, outdoor recreation, aquatics, facility and picnic rentals and operation, senior citizens, childcare and youth services, and special events), Facilities (custodial services, repairs and upgrades); and Administration (budget, payroll, purchasing, contracts, specialized software, etc.).
2. Assists in developing goals and objectives; develops and implements departmental policies and procedures.
3. Develops and implements departmental work plans; assists work activities, projects and programs; reviews and evaluates work products, methods and procedures.
4. Prepares budgets; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies.
5. Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; recommends or implements discipline; maintains standards necessary for the efficient and professional operation of the department.
6. Coordinates the department's risk management and safety programs.
7. Assists in planning and directing the design and development of new facilities and programs and improvements to existing facilities and programs.
8. Participates in the development of the capital improvement program; plans, supervises and reviews the design and construction of projects pertaining to parks and facilities.
9. Investigates and resolves citizen complaints and concerns; applies the principles of good customer service and instills it in staff members.

10. Provides technical assistance and information to a variety of boards, commissions, and committees, including the Parks and Recreation Commission and Cultural Arts Commission.
11. Prepares and presents a variety of reports to the City Council, City Manager, and others, including staff reports, monthly and periodic reports, data compilation, and responses to inquiries.
12. Represents the divisions and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
13. Researches and prepares technical and administrative reports; prepares written correspondence.
14. Oversees the preparation and administration of federal, state, and county grants affecting the department.
15. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
16. Serves as Acting Parks and Recreation Director in the absence of the Assistant City Manager/Parks and Recreation Director.
17. Performs other related work as required.

Job-related Qualifications

Knowledge of:

- Principles, practices, and methods used in parks and recreation administration, management, and facility maintenance.
- Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to parks and facilities.
- Principles and practices of leadership, team building and conflict resolution.
- Principles and practices of policy development and implementation.
- Principles and practices of budget development, implementation, and monitoring.
- Pertinent local, State and Federal laws, ordinances and rules.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources, including basic concepts of employee relations.
- Principles and practices of organizational analysis and management.
- Modern office procedures methods and computer equipment.

Ability to:

- Organize, implement and direct the activities of multiple divisions.
- Supervise, train and evaluate personnel.
- Interpret and explain departmental policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Acquire a thorough knowledge of applicable City and department policies and regulations.
- Develop and maintain collaborative working relationships with the business community, outside agencies and other City departments.

- Maintain effective liaison with other City departments and other agencies and work successfully with the public and community groups.
- Communicate effectively with others, orally and in writing, to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare complex reports and analyses; prepare clear, concise, and complete written reports.
- Develop and recommend policies and procedures related to assigned operations.
- Use English language effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Proactively address and work to resolve customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality with sensitive information.

Skill in:

- Using a personal computer and its associated applications, including Word, Excel and PowerPoint.

Experience and Training

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

Experience: Five years of progressively responsible experience involving parks, facility maintenance, recreation or community service experience, with at least three years in a supervisory capacity.

Training: A bachelor's degree from an accredited college or university with major coursework in business administration, public administration, recreation and leisure studies, environmental science, landscape architecture, or a closely related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

Work Environment: Mobility to work in a typical office setting with some exposure to the field and outdoors.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

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