

PARKS, RECREATION & LIBRARIES SUPERINTENDENT

DEFINITION

To plan, organize and direct a variety of recreation, library and related community service, park, tree and golf course maintenance and/or open space activities within the Parks, Recreation & Libraries Department; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to a Department Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a higher level Manager.

Exercises direct supervision over supervisory, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement division goals and objectives; establish performance standards and methods for a variety of department activities; develop and implement policies and procedures.

Plan, develop and oversee the work of staff and contract services staff involved in recreation, library and community service activities, open space preservation and urban forestry, and/or the maintenance of parks and golf courses.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Oversee the operations of a variety of recreation, library and community service programs provided through sports centers, community centers, interpretive and educational facilities and libraries, youth/adult class, camps, aquatics, teen/youth sports, adult sports, child care, senior activities, at risk youth and teen services, literacy, education, golf courses and special events.

Oversee program and facility planning and operations of community centers, sports facilities, swimming pools, libraries and other facilities.

Oversee and coordinate financial, technology systems and human resource activities within the department; create and oversee contracts and agreements

Manage a variety of service contracts related to the operation of assigned activities, programs and facilities.

Implement the City's Open Space Management Plan; manage open space areas and nature preserves in accordance with various regulatory agency requirements; serve as designated Preserve Manager; monitor reports and contracts to ensure compliance.

Implement the City's Urban Forestry Plan and oversee urban forestry development and streambed maintenance programs; manage various natural resource mitigation activities and related funds; participate in developing a regional approach to natural resource preservation, including eradication of invasive plants and other species.

Oversee the maintenance of City parks and related facilities, including maintenance of swimming pools, ball fields, golf courses and grounds/gardening/landscaping activities.

Prepare requests for proposals, contracts and service agreements including specification preparation; negotiate and administer contracts and oversee projects from inception to completion; inspect the work of contractors to ensure City standards are met.

Develop and implement a variety of marketing activities to encourage community interest and awareness of recreational/community service activities and library services; oversee special events, publication of written materials, City website information, and related promotional information

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

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

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of recreation, library and community service programs, natural resource management, park and tree maintenance and/or operations.

Pertinent local, State, Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of budget development, implementation, and monitoring.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of negotiation, and building partnerships.

Principles and practices of work safety.

Ability to:

Organize, implement and direct a variety of recreation, library and community service, open space, parks and tree maintenance activities.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

Experience:

Five years of increasingly responsible professional experience in recreation, library and/or community service programming, natural resources and open space management and/or park maintenance, including two years of supervisory experience.

AND

Training:

A Bachelor's degree from an accredited college or university.

License or Certificate

Possession of a valid California driver's license by date of appointment.

05-1-19 Park, Recreation & Libraries Superintendent

08-08-14

08-25-12 Recreation Superintendent