



**CITY OF SANTA CRUZ
DIRECTOR OF PARKS AND RECREATION**

Reports to: City Manager
Supervises: Recreation Superintendent, Parks Superintendent and Parks & Recreation Office Supervisor
Bargaining Unit: Executive

BASIC FUNCTION

Subject to general policy determination, administrates and manages the Parks and Recreation Department ensuring the citizens of the community are provided with varied recreational opportunities and adequate park facilities.

PRIMARY DUTIES

- Administrates and manages the Parks and Recreation Department by setting project priorities, by distributing the work load to staff, by specifying design requirements for facility sites, and by making policy decisions on department functions and capital improvement budgets.
- Provides technical assistance and guidance to the City Manager, to the City Council, and to other City departments in matters relating to Parks and Recreation programs and activities. Makes necessary recommendations through oral presentations and written reports.
- Plans, directs and coordinates budgeting functions for the department and implements the department budget for payroll, materials and supplies and Capital Improvement Projects.
- Communicates with community groups to determine community needs for recreation programs and park facilities.
- Analyzes population trends and community requirements to provide significant input for long range planning that meets parks and recreational needs of the community.
- Represents the department at meetings of the Parks and Recreation Commission.
- Determines goals and objectives for the department and motivates staff to meet established goals.
- Reviews and approves recreation services functions which include programming, museum operations, City facility and Civic Auditorium scheduling, ocean safety supervision and coordinating the arts program.
- Reviews and approves parks functions which include maintenance of parks, the mall, and municipal landscaping, planting of City street trees, protection of significant community trees, renovation of existing facilities, and planning and implementing construction projects for new and old facilities.
- Establishes and maintain a good working relationship with a large number of citizen groups, individual citizens, official boards and agencies, and the media.

PRINCIPAL ACCOUNTABILITIES

- To provide advice and counsel to the City Manager, to the City Council, to the Parks and Recreation Commission, and to other boards, commissions and committees in matters relating to Parks and Recreation activities and facilities.
- To assist in the general administration of the City as a member of the executive team by providing input into the problems solving and decision making process.
- To provide significant input to long range plans for parks facilities and recreation activities for the City of Santa Cruz.
- To assure community members have an effective interface with the City in matters pertaining to parks and recreation.
- To assure the Parks and Recreation Department has adequate resources to fulfill its mission through proper budgeting and planning and personnel selection, training and development.

MINIMUM QUALIFICATIONS

- BA degree in recreation, park management or related field.
- Five years of progressively responsible experience in the parks and recreation field with at least two years experience at the management level.
- Knowledge of recreation programming, sports, recreation activities and cultural programming.
- Knowledge of park construction and maintenance.
- Knowledge of government operations.
- Ability to administrate and coordinate a variety of programs and personnel.
- Ability to effectively supervise, motivate and train subordinates.
- Ability to prepare comprehensive written reports and to conduct effective oral presentations.
- Ability to establish and maintain effective working relationships with the citizens of the community, the City Council, other governmental officials, civic groups and staff.
- Valid California driver's license.

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