

DATE SUBMITTED 1/27/2023
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 2/1/2023

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: CONSENT: AMENDMENT OF PARKS DIRECTOR JOB DESCRIPTION TO PARKS & RECREATION JOB DESCRIPTION	
DEPARTMENT INVOLVED: City Manager's Office -Human Resources	
BACKGROUND/SUMMARY: As part of the recent reorganization of duties and departments, the City has amended the essential functions and responsibilities of the Parks Director job description to include the divisions of recreation and special events. Attached you will find the amended Parks & Recreation Director job description.	
FISCAL IMPACT: NONE	ADMIN SERV INITIALS <u>DP</u>
STAFF RECOMMENDATION: It is staff's recommendation to approve the amended job description as presented to include the essential functions and responsibilities of recreation and special events.	DEPT. INITIALS <u>ab</u>
MANAGER'S RECOMMENDATION: <p style="text-align: center;"><i>approve</i></p>	CITY MANAGER'S INITIALS <u>DHM</u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO:

CITY OF IMPERIAL
DIRECTOR OF PARKS AND RECREATION

Range 102
MSPC Salary Schedule
Classification/Group: Management
Full Time | Exempt
Department: Parks and Recreation

DEFINITION:

Under the direction of the City Manager and Assistant City Manager, plan, organize, control and direct the City of Imperial's Community Services Department operations and activities including recreation, parks, and community events; plan, organize and supervise community events, programs and services; oversee the maintenance of City parks, vehicles, equipment, buildings and grounds; coordinate and direct Parks and Recreation Services communications, projects, personnel and information to meet City needs and ensure smooth and efficient Department activities; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate and direct Parks and Recreation Services communications, projects, personnel and information to meet City needs and ensure efficient department activities; meet and confer with staff administrators, officials, developers, engineers, consultants and others regarding maintenance, construction projects, other Department activities and related needs and issues; investigate, analyze and resolve public, employee and departmental issues, conflicts and complaints.
- Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate employee work assignments and schedules; review work to ensure compliance with established standards, requirements and procedures.
- Direct activities to ensure optimal department effectiveness and efficiency; develop and implement Department plans, strategies, goals, objectives, policies and procedures; monitor, evaluate and modify Department activities in response to project progress; coordinate projects with contractors, engineers, developers, consultants and others.
- Ensure compliance with established safety standards and procedures; ensure a safe working environment and instruct employees concerning safety standards, issues and procedures.
- Direct and participate in inspection programs and activities to ensure proper and timely identification and resolution of fire, safety and health hazards.
- Provide consultation to administrators, personnel, outside agencies and the public concerning maintenance, construction, repair and other Department activities; respond to inquiries and provide detailed and technical information regarding related projects, services, timelines, standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

- Plan, organize, control and direct community programs and services involving recreation, leisure and senior events and activities; oversee the development and arrangement of calendars and schedules for recreation events, classes and activities.
- Oversee the maintenance of parks, vehicles, equipment, buildings and grounds; monitor park landscape maintenance and repair including streetscapes and City facility landscaping; oversee and direct maintenance of play structures and the required inspections, repairs and replacements of equipment; establish and maintain related timelines and priorities; ensure related activities comply with established laws, codes, regulations, ordinances, policies and procedures.
- Estimate and ensure adequate personnel, materials and equipment needed for installation, construction, maintenance and repair projects, work orders and activities; compile and prepare cost estimates; monitor and ensure adequate equipment and supply levels; coordinate the purchase of equipment and supplies as appropriate.
- Plan, schedule, develop and implement construction, installation, maintenance, capital improvement and repair projects; develop plans, RFP's and project specifications; review project plans and specification for compliance with established requirements; inspect City and contractor projects for accuracy, completeness and compliance with established standards and specifications.
- Oversee and participate in the preparation and maintenance of various records and reports related to projects, work orders, inventory, personnel, grants, maintenance, cost estimates, budgets, payroll and assigned activities; ensure mandated reports are submitted to appropriate governmental agency according to established timelines.
- Participate in the development of long range plans for land use related to Community Services operations, facilities and parks.
- Develop community knowledge and build partnerships and coalitions that will identify the Department as a community focal point.
- Represent the City to other agencies and organizations to develop partnerships that nurture the City's community programs and facilities.
- Provide advisory support to the Friends of Parks and act as liaison to other, citizen committees, community agencies and governmental agencies to facilitate land conservation, park development for the delivery of recreation programs and services.
- Develop and prepare the annual preliminary budget for the Community Services department; analyze and review revenue, expenses, supplemental funding and related budgetary and financial data; research funding sources and oversee fundraising efforts and grant writing; control and authorize expenditures in accordance with established limitations; administer Department grants in accordance with established requirements.
- Provide technical information and assistance to the City Manager regarding Community Services projects, activities, needs and issues; assist in formulating and developing policies, procedures and programs; serve as the City Manager in the absence of the administrator as directed.
- Participate in City Council meetings; attend staff meetings; provide assistance, information and support to committees, City residents, public and other public agencies.
- Communicate with personnel, administrators, contractors, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns.
- Negotiate with residential developers and other public agencies for dedication of

land or fees for park purposes.

- Contract program administration vendors, including instructors, entertainers for community events, landscape maintenance workers and small grant sub-contractors.
- Operate standard office equipment including a computer and assigned software; utilize testers and various hand and power tools; drive a vehicle to conduct work.
- Provide responsible and complex leadership to demonstrate the role of parks in enhancing community vitality.
- Facilitate community problem solving and have the ability to be flexible and change plans based on the needs of the community

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Desirable Training and Experience

A Bachelor's degree in business management or public administration preferred, or Five years of professional parks leadership experience, at least two years of which were in an administrative capacity.

Licenses and other Requirements:

- Must possess a valid California Class C driver's license.
- Certified Playground Safety Inspector

Knowledge of:

- Planning, organization and direction of Community Services operations and activities including recreation, parks, library and community services and the maintenance of City parks, vehicles, equipment, buildings and grounds.
- Principles, techniques, practices and procedures involved in planning, scheduling, developing, implementing and inspecting construction, installation, maintenance and repair projects.
- Applicable building codes, ordinances, requirements, regulations and safety precautions.
- Practices, procedures, methods, equipment and materials used in the construction and maintenance of parks, vehicles, equipment, buildings and grounds.
- Resource development to garner grants, legislative appropriations, donations, sponsorships and in-kind services for programs.
- Health and safety regulations and procedures.
- Applicable laws, codes, rules, regulations, policies and procedures.
- Inventory practices and procedures.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, organize, control and direct Community Services operations and activities including recreation, parks, community and library services and the maintenance of City parks, vehicles, equipment, buildings and grounds.
- Establish a customer service philosophy in the Department to respond to citizen inquiries and resolve difficult or controversial issues.
- Coordinate and direct Community Services communications, projects, personnel and information to meet City needs and ensure smooth and efficient Department activities.
- Train, supervise and evaluate the performance of assigned personnel.
- Prioritize work to meet competing demands of various projects and tasks.
- Plan, schedule, develop and implement construction, installation, maintenance and repair projects.
- Inspect projects for accuracy, completeness and compliance with established standards, requirements, specifications and procedures.
- Develop and implement Department plans, strategies, goals, objectives, policies and procedures.
- Direct community programs involving recreation, leisure and senior events and activities.
- Estimate and ensure adequate personnel, material and equipment levels needed for projects.
- Receive, prioritize and coordinate response to requests, customer service calls and work orders.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Direct the preparation and maintenance of a variety of reports, records and files.

WORKING CONDITIONS

Work Environment:

- Indoor/Outdoor environment;
- Seasonal heat and cold or adverse weather conditions;
- Regular exposure to fumes, dust, oil and grease;
- Noise from equipment operation;
- Driving a vehicle to conduct work;
- Variable hours including evening, week-ends and holidays.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard, maintenance equipment and tools;
- Seeing to inspect projects and read a variety of materials;
- Hearing and speaking to exchange information;
- Sitting or standing for extended periods of time;
- Lifting, carrying, pushing and pulling heavy objects as assigned by the position;
- Walking over rough or uneven surfaces and to inspect projects;
- Bending at the waist, kneeling or crouching;
- Reaching overhead, above the shoulders and horizontally;
- Heavy physical labor;
- Climbing ladders.

HAZARDS:

- Working around and with machinery with moving parts;
- Working at heights;
- Exposure to chemicals and fumes.