

CITY OF IMPERIAL
DIRECTOR OF PARKS

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

DEFINITION:

Under the general direction of the Assistant City Manager, the Director is responsible to plan, direct and lead the planning, development and maintenance of parks and City landscaping, and the operation of recreation facilities. The Director, as Department Head will provide responsible and complex leadership to demonstrate the role of parks in enhancing community vitality. He/she will be responsible for research and evaluation as part of strategic planning. The Director will represent the City to other agencies and organizations to develop partnerships that nurture the City's community programs and facilities. The Director will facilitate community problem solving and have the ability to be flexible and change plans based on the needs of the community. The Director will be committed to professional development and perform related duties as required.

ESSENTIAL JOB FUNCTIONS

Develop community knowledge and build partnerships and coalitions that will identify the Department as a community focal point. Engage in strategic thinking to analyze and evaluate the present and future needs for recreation and community service programs, facilities, and park areas. Formulate and recommend Department policies, priorities and objectives that will offer recreation experiences, and foster human development, health and wellness, cultural unity, safety and security, and enhance community identity. Research trends, demographics and assess community needs to project changes and resulting needs to plan strategically for the future. Manage the selection, supervision, training and evaluation of Department personnel. Evaluate personnel based on performance. Counsel personnel to correct deficiencies and implement disciplinary procedures as may be necessary. Continuously monitor and evaluate the efficiency and effectiveness of programs and services delivery methods, based on desired outcomes. Assess workloads, administrative support systems, and internal working relationships to identify opportunities for improvement. Direct the maintenance services for all park and recreation facilities to ensure the safety and security of park users. 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. Negotiate with residential developers and other public agencies for dedication of land or fees for park purposes. Prepare and administer the Department operating and capital improvement budgets, manage capital equipment purchases and all expenditures and revenue of the Department. Coordinate the development of grants, legislative appropriations, corporate sponsorships, donations and other fund-raising programs to fund services and programs. Establish a customer service philosophy in the Department to respond to citizen inquiries and resolve difficult or controversial issues. Prepare and present verbal and written reports to City Council, County Board of Supervisors, District Board of Directors, Commissions, governmental agencies and community groups.

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.

DESRABLE KNOWLEDGE AND ABILITIES

Knowledge of current theories, principles and practices common to public administration, park planning, development and maintenance and recreation administration. Team-oriented leader committed to employee empowerment, problem solving and customer service. Budgeting and personnel management as practiced in the public sector. Skills in resource development to garner grants, legislative appropriations, donations, sponsorships and in-kind services for programs. Ability to "multitask" to handle competing priorities and demands. Ability to facilitate employee and community groups to solve problems, resolve conflicts and work effectively and collaboratively. Technological literacy in computer applications and data management for park and recreation service delivery. Skills in monitoring and evaluating program results and demonstrating outcomes both qualitatively and quantitatively. Political acumen and community relations ability to build partnerships and advocacy for the Department. Leadership skills to establish and promote a vision for the future. Communicate and motivate others to

enlace that vision. Principles and practices applying to land use, contract development and administration. Familiarity with federal, state and local laws, codes and regulations that are pertinent to the management and operation of parks and recreation programs and facilities. Verbal and written communication skills to develop reports, grants, evaluations and other material as appropriate.

WORKING CONDITIONS

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.

LICENSE

Must possess valid California Driver's License.
Certified Playground Safety Inspector