



**CITY OF
SOUTH LAKE TAHOE**

CITY OF SOUTH LAKE TAHOE
Established Date: Feb 9, 2021
Revision Date: Feb 9, 2021

DIRECTOR OF PARKS AND RECREATION

Class Code:
1420-2

Bargaining Unit: Non-represented

SALARY RANGE

\$70.30 - \$85.45 Hourly
\$562.38 - \$683.63 Daily
\$5,623.85 - \$6,836.31 Biweekly
\$12,185.00 - \$14,812.00 Monthly
\$146,220.00 - \$177,744.00 Annually

SUMMARY DESCRIPTION:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Summary Description

Under general administrative direction of the Assistant City Manager, the Director of Parks and Recreation plans, organizes, directs, and reviews the activities, operations, functions, and services of the Parks and Recreation Department; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

Identifying characteristics

The Director of Parks and Recreation is considered a Department Director with responsibility for directing the activities of a Department within the City. Positions at this class level serve as a member of the City Manager's Senior Management team and provide advice and counsel to the City Manager and Assistant City Manager, regarding strategic policy issues relating to the assigned Department and the City overall.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address City needs and changing practices.

1. Administers and manages the Parks and Recreation Department by setting project priorities, distributing workload to staff, specifying design requirements for facility sites, and making policy decisions on department functions and capital improvement budgets.
2. Manages Parks and Recreation personnel, including setting professional goals, managing progress, evaluating performance, providing corrective action, managing conflicts, and carrying out disciplinary actions, terminations, and promotions.
3. Assumes management responsibility for the services and activities of the Parks and Recreation Department including planning, organizing, managing and directing a variety of recreational programs and activities; oversees the operation of the Recreation & Aquatics Complex, community boat ramp, golf course, campground, all city parks and beaches, and park facilities maintenance services and activities.
4. Oversees the maintenance of parks, playground areas, park facilities, and assigned landscaped medians, parkways, and other miscellaneous landscapes, recreational facilities and City buildings.
5. Directs, oversees, and manages the development of the Parks and Recreation Division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
6. Monitors departmental operations and customer service to ensure quality control; identifies and resolves deficiencies.
7. Oversees the marketing of recreation programs and activities in coordination with the Communications Division; manages and participates in the design, preparation, and distribution of recreation publicity including activity guides, brochures, pamphlets, flyers, and printed schedules; represents the department to the news media, when requested by the Public Information Officer or Communications Division designee.
8. Inspects and evaluates the adequacy of existing parks, grounds maintenance activities, and recreation services program components; oversees construction projects for facilities modifications and/or construction. Works closely with Public Works Director and team on facilities management and improvements.
9. Oversees the selection and management of contracted services/concessionaire operations and consultants to ensure compliance with City standards; research and resolve contractor performance issues.
10. Plans, directs, and coordinates budgeting functions for the department and implements the department budget for activities, events, temporary labor, materials, supplies and Capital Improvement Projects.
11. Assures the financial well-being of the department by performing cost control activities and monitoring all fiscal operations. Prepares annual budget and justifies budget requests and

amendments. Assures the efficient and economical use of departmental funds, personnel materials, facilities, and time. Develops and implements policies, procedures, and standards for efficient and effective operation and maintenance of department. Ensures compliance with established policies and procedures.

12. Directs the submittal of grant applications to local, state, and federal funding agencies and private foundations.
13. Provides technical assistance and guidance to the City Manager, Assistant City Manager, City Council, and other City departments, regarding Parks and Recreation programs and activities. Makes necessary recommendations through oral presentations and written reports. Regularly presents to City Council and the community in public meetings.
14. Communicates with and regularly solicits feedback from stakeholders and community groups to determine recreation program and park facility needs.
15. Establishes and maintains a good working relationship with citizen groups, individual citizens, official boards, and agencies.
16. Represents the department at meetings of the Parks and Recreation Commission, Measure P Oversight Committee, Arts, Culture, and Tourism Commission, and other Boards and Commissions, as assigned.
17. Maintains a thorough knowledge of federal and state laws, local statutes, ordinances, standards, procedures, and trends related to parks maintenance, open space and construction, recreation, golf course maintenance and operations, campground maintenance and operations, and arts and culture, and ensures their successful implementation.
18. Maintains relationship with all City departments and officials to ensure a consistent approach toward common projects and interests; liaises with local, state, and other public officials.
19. Serves as a member of the Senior Management Team and participates in the City's strategic planning efforts to address citywide policy and management issues.
20. Directs ongoing research into new innovations and emerging trends in the Parks and Recreation field to provide progressive and effective parks and recreation programs.
21. Determines goals and objectives for the department and motivates staff to meet established goals.
22. Assesses local needs and updates the strategic plan for the future of the department, the City, and the community. Analyzes problems, identifies alternative solutions, projects consequences of proposed actions, and implements recommendations in support of goals. Interacts with other departments and agencies to promote and coordinate activities, goals, and programs.
23. Reviews and approves recreation services functions, which include programming, City facility scheduling, boat ramp operations, golf course operations, and coordinating various special events and programs.
24. Reviews and approves parks functions, which include maintenance of parks, municipal landscaping, protection of significant community trees, renovation of existing facilities, and planning and implementing construction projects for facilities.

25. Serves as the Logistics Section Chief or other assigned role leading up to and during activation of the Emergency Operations Center (EOC).
26. Provides significant input into long-range plans for parks facilities and recreation activities for the City of South Lake Tahoe.
27. Ensures the Parks and Recreation Department has adequate resources to fulfill its mission through proper budgeting, planning and personnel selection, training, and development.
28. Performs other duties as assigned.

QUALIFICATION:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Bachelor's or graduate degree in recreation, park management, public administration, or related field.

Five (5) to ten (10) years of progressively responsible experience in the parks and recreation field with at least two (2) to four (4) years of experience at the management level. A combination of relevant education and experience may be considered.

Knowledge of recreation programming, sports, recreation activities, and cultural programming. Knowledge of modern parks, land use, and recreation planning concepts; and park and public building construction and maintenance.

Knowledge of government operations and budgeting process.

Ability to administrate and coordinate a variety of programs and personnel, including seasonal staffing fluctuations.

Ability to effectively supervise, motivate, and train subordinates.

Ability to prepare and direct preparation of comprehensive written reports and effective verbal 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.

Experience in crisis management and warming center and/or shelter operations, and knowledge of FEMA emergency response framework. NIMS certifications preferred.

Knowledge of effective managerial methods and practices and conflict management.

Active participation in National Recreation and Park Association and relevant state associations.

Valid California or Nevada driver license.