


## JOB DESCRIPTION

<p>City of Patterson</p>  <p>Human Resources</p>	<p><b>DIRECTOR OF RECREATION &amp; COMMUNITY SERVICES</b></p>
---	---

## JOB SUMMARY

*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.*

Under the general direction of the City Manager, the Director is responsible to plan, direct and lead the planning, development, maintenance and operation of all recreation facilities and community service programs. The Director will provide responsible and complex leadership to demonstrate the role of recreation 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 the professional development of staff and perform related duties as required.

## SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Manager.

This position will supervise full-time and part-time staff and volunteers.

## ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

- 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 and facilities.
- 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 community identity.
- Research trends, demographics and assess community needs to project changes and 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, based on desired outcomes. Assess workloads, administrative support systems, and internal working relationships to identify opportunities for improvement.
- Direct the maintenance services for all recreation facilities to ensure the safety and security of users.
- Provide advisory support to the Recreation Commission and act as liaison to other citizen committees, community agencies and governmental agencies to facilitate land conservation, park development and the delivery of recreation programs and services.
- Assist with and 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.
- Assist the City Manager with special projects such as tourism promotion and community marketing efforts.
- 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, Commissions, governmental agencies and community groups.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- 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.
- 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 and motivate others to embrace 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 recreation and community services programs and facilities.
- Verbal and written communication skills to develop reports, grants, evaluations and other material as appropriate.

## **EDUCATION & EXPERIENCE AND CERTIFICATION(S)**

- Five years' experience with two years of administrative experience and supervisory responsibility in the management of

recreation facilities and multiple recreation and community services programs.

- Bachelor's degree from an accredited college or university with major course work in recreation administration, public administration or a related field.
- Master's Degree preferred

### **License or Certificate:**

- Valid California Class C Driver's License
- Bilingual Spanish and English preferred

### **ADDITIONAL REQUIREMENTS**

- Must be 18 years of age or older.
- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

### **WORK SCHEDULE**

Typical hours are 8:00 a.m. – 6:00 p.m. Monday – Friday, with evenings and weekends as necessary.

### **WORK LOCATION(S)**

- Hammon Senior Center, 1033 W. Las Palmas Avenue , Patterson California, 95363

### **PHYSICAL REQUIREMENTS**

- Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.