



CLASS SPECIFICATION FOR
Director of Recreation and Parks

GENERAL STATEMENT OF DUTIES: Directs the Division of Recreation and Parks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The Director holds the responsibility for planning, directing, and coordinating the activities of the Division of Recreation and Parks. This includes directing the acquisition, planning, and maintenance of recreational and park land and the presentation of a diversified recreation program for all groups and age and interest levels within the County. The employee functions with wide latitude under the administrative direction of the Deputy County Manager for Community Operations and within the framework of broad policies established by the Board of Supervisors.

EXAMPLES OF WORK (illustrative only):

- Develops long- and short-range plans for the Division of Recreation and Parks;
- Coordinates Division programs and activities with other departments;
- Recommends the acquisition of and directs the development of park and playground areas and of appropriate structures and facilities so as to best serve the widest interests of the community, in cooperation with the School Board;
- Establishes procedures, guidelines, rules, and regulations for the Division;
- Prepares and justifies Division budget and controls agency expenditures;
- Interviews, appoints, develops staff, and determines management policies;
- Directs planning, acquisition, improvement, and maintenance of all properties under the jurisdiction of the Division;
- Interprets and promotes Division services and policies;
- Develops a program of public relations, publicity, and cooperation with other agencies;
- Prepares or directs the preparation of periodic and special reports;
- Interprets the program through press releases, speeches, and radio addresses; representation on interagency councils and committees; and contact with community agencies and groups, both public and private;
- Directs and participates in personnel functions including hiring, disciplining, grievance hearings, and performance evaluation;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of all phases of park planning and recreation administration; considerable knowledge of budgeting and fiscal management; ability to plan, organize, and direct comprehensive programs in parks and recreation; ability to cooperate with and interpret recreation philosophies to County authorities, public and private groups, agencies and the general public; ability to develop and maintain high morale and enthusiasm; good judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in recreation administration, with preferably a master's degree in recreation or business, and eight (8) years of increasingly responsible professional recreation experience including five (5) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.