

## **PARKS MANAGER**

### **DEFINITION & DISTINGUISHING CHARACTERISTICS**

#### **Definition:**

Under general direction, plans, organizes coordinates and directs the work of the Parks Division of the Chief Administrative Office including: parks landscape and maintenance, public building grounds, and recreational areas.

#### **Distinguishing Characteristics:**

This single position class has division level responsibility for the overall direction and administration of parks and recreation areas. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division's budget and directing day-to-day operations. Assignments allow for a high degree of administrative discretion and judgment in their execution. This classification is distinguished from the Assistant Chief Administrative Officer classification in that the latter has responsibility for the day to day operations of the County as a whole.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division.
- Prepares and administers the division's budget including the preparation and coordination of State and Federal grants.
- Plans and participates in the acquisition, design, land use and environmental approval process for the development and maintenance of County parks.
- Prepares and administers contracts for maintenance and staff support.
- Directs and participates in the preparation of a wide variety of long and short-term planning and other studies and reports; provides technical assistance to County staff.
- Oversees park operations and river management programs.
- Responsible for the supervision of staff including the selection, training, evaluation and discipline.
- Inspects parks and conducts studies for proposed improvements and maintenance activities.
- Confers with other department representatives concerning services provided by the Parks Division; coordinates the work of the division with that of other divisions and other County departments and outside agencies, developers, contractors and consultants.
- Prepares necessary work orders, requisitions, correspondence, reports, contracts, schedules and charts.
- Maintains effective relationships with a variety of community organizations, groups and the public; makes presentations to various groups including the Board of Supervisors; and provides staff support for County committees/commissions as assigned.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

#### **Education:**

Equivalent to completion of sixty (60) units of college coursework. Graduation from a four year college or university with major coursework in parks administration, business or public administration, or a closely related field is preferred

-and-

#### **Experience:**

Three (3) years of progressively responsible experience in parks administration. Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years.

### **Other Requirements:**

Possession of, or ability to obtain, a valid California driver's license.

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program development and implementation.
- Theories, principles, techniques and equipment used in parks design and maintenance.
- Supervisory principles and practices including work planning and review, and employee selection, training, evaluation and discipline.
- Safety practices and equipment related to the work.
- Rules, regulations and ordinances pertaining to parks maintenance and operations.
- Principles of budget development and administration, preparing grant applications and proposals and administering grant funds.
- Principles and practices of contract administration.
- Computers and computer applications including word processing, data management, spreadsheets, and proprietary applications as needed.

### **Ability to:**

- Plan, organize, supervise, review and evaluate a variety of parks and programs.
- Select, motivate and evaluate staff and provide for their training and professional development.
- Develop and implement goals, objectives, policies, procedures and work standards and internal controls.
- Prepare and analyze financial records, statements and reports.
- Prepare grant applications and proposals and administer grant funds.
- Analyze complex technical and administrative problems, evaluate alternative solutions and recommend and adopt effective courses of action.

- Exercise sound independent judgment within general policy guidelines.
- Prepare, clear, concise and complete reports and other written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.

## **ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS**

*The conditions herein 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 job functions.*

**Environment:** Work is primarily performed indoors in a standard office setting with occasional work outdoors and exposure to dust and noise levels associated with mechanical equipment and machinery.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents; hear in the normal audio range with or without correction. **Frequent** sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** standing, walking, bending and reaching; lifting, carrying or pushing objects that weigh 16 – 40 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 40 lbs.

## **HISTORY**

**JCN: 0181**

**Created: JUN 1990 (Manager of Parks and Recreation)**

**Revised: FEB 2000 - BOS Reso 084-2000 (renamed Manager of Airports, Parks and Grounds)**

**Revised: APR 2013 - BOS Reso xxx-2013 (renamed Parks Manager)**