CITY OF ST. HELENA

DIRECTOR OF RECREATION

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under administrative direction, plans, directs and coordinates the activities and operations of the City's Parks and Recreation Department, including recreational and leisure services and the scheduling of community facilities; supervises, evaluates and participates in the work of personnel responsible for operation of the department; ensures safe work practices and service quality; serves as a technical resource for assigned work personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Director of Recreation is the management level class responsible for the overall management of the City’s recreational and leisure services, including adult and youth sports, youth and teen programs and community events. Additionally, incumbents have responsibility for the management and operation of community facilities. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for administering the City’s operations.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Accepts management responsibility for supervising activities, operations and services of the Recreation Department, including planning and supervising comprehensive recreational programs for adult and youth sports, contract classes and/or other recreation programs involving the supervision of group instructors, contractors and leaders in the planning of activities and events.

- Oversees and/or participates in the development, implementation and maintenance of the department goals, objectives, policies and procedures; ensures that program goals are achieved.

- Determines long-range program plans and develops methods used in providing community recreation offerings.

- Plans, coordinates and reviews the work plan for assigned projects and responsibilities which may include organizing and encouraging the formation of clubs, teams, leagues and special events; responds to inquiries or requests for service from interested community groups and citizens; interprets City policy for community groups, commissions, advisory boards and citizens; may provide staff assistance to advisory commissions and boards.
• Coordinates the selection and training of recreation personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as appropriate; recruits, hires and manages supplemental sports officiating crews; assigns work to assigned staff and personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.

• Prepares and administers annual budget for recreation programs and facilities.

• Supervises and participates in the design, preparation and distribution of recreation publicity, including press releases, brochures, pamphlets, flyers and printed schedules; represents the department to the news media.

• Maintains profit and loss statements and related contracts for fee based programs; works closely with vendors and related agencies.

• Provides staff assistance and technical support to assigned program activities and other City departments; conducts organizational and operational service delivery studies; makes recommendations to address and resolve identified service delivery issues.

• Assists in the preparation of federal and state grants as well as seeking sponsorships, gifts and donations; gathers and interprets statistical and fiscal data and submits in report form.

• Works with the Director of Public Works to identify potential City park sites; assists with acquisition of sites; works with landscape architects and the public to plan park site development; coordinates park construction with contractors, architects, and the Public Works Department.

• Coordinates and supervises the taping of Council meetings; coordinates the bulletin board on the community television channel.

• Assists in the planning and staging of community events, festivals and special programs.

• Prepares and submits a variety of reports and memoranda on a number of recreation related subjects.

• Attends and participates in organizational and community meetings as necessary; acts as City liaison to St. Helena Park & Recreation Commission; drafts agendas, chairs meetings and takes minutes at the monthly Parks & Recreation Commission meetings; stays current on issues relative to parks maintenance and development; responds to and resolves community and organizational inquiries and complaints; establishes and maintains a customer service orientation within the division.

• Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related
documents and acute hearing is required when providing phone and face-to-face service. The nature of the work may require the incumbent to work outdoors and lift equipment and materials weighing in excess of 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Director of Recreation. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible supervisory experience in the delivery of recreation or leisure time services, and a bachelor's degree with major course work in recreation, public administration or related field.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license; possession of, or ability to obtain CPR, First Aid and Pool Operator certifications.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Recreation, cultural and leisure needs of youth, teen and adult populations of the community; procedures for planning, implementing and maintaining a variety of recreation and leisure time activities and programs through community participation; principles and practices of program administration, including budgeting and marketing, purchasing and program need forecasting; methods and techniques of supervision, training and motivation; applicable federal, state and local methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, direct, manage and coordinate the work of the Parks and Recreation Department; design, develop and implement recreation and leisure programs suited to the needs of the community; analyze, interpret and explain division policies and procedures; prepare and administer the division budget; elicit community and organizational support for programs; identify and administer grants for a particular program area; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize,
Prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.