



CLASS SPECIFICATION

RECREATION AND COMMUNITY SERVICES DIRECTOR

DEFINITION

Under administrative direction from the City Manager, to direct the operations and activities of the Recreation and Community Services Department, including recreation centers, social and cultural activities, and sports and physical fitness programs; to develop and evaluate programs and services; to perform current and long range program planning; to facilitate the achievement of city-wide goals; to assist in the planning of park and community center projects; to participate as a member of the City Manager's Executive Team in the consideration of general City policies, programs, and concerns; and to perform related work as assigned.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Recreation and Community Services Department.

Provide direct supervision to Senior Recreation Supervisors and other assigned staff. Plan, organize, administer, review, train, and evaluate the activities of subordinate professional, technical and administrative staff.

Evaluate the cost/benefits of recreation and cultural programs through analysis of budget and technical reports; problem solve department related issues; consistently apply various rules and procedures, and explain and interpret policy.

Promote excellence in customer service.

Confer with City management regarding recreation activities and facilities; work with Public Works staff in the planning of park and recreational facilities.

Work with Newark Unified School District to promote City-School joint programs; meet with community and sports groups and organizations regarding recreation programs and community involvement; evaluate and make recommendations on the overall program as it relates to community recreational and cultural needs; arrange and implement fund raising programs.

Investigate and resolve public complaints and requests related to recreational activities or facilities.

Develop and review reports on program and facility usage; direct the preparation of a variety of periodic and special reports regarding department activities.

Recreation and Community Services Director

Make presentations before the City Council and community groups.

Participate on City management committees; represent the City in meetings with representatives of governmental agencies, professional and business organizations, and the public; monitor developments in recreation and make recommendations to City Management.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of municipal recreation and the philosophy and objectives of public recreation, including a thorough understanding of activities which make up a comprehensive community recreation program.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of supervision, training, and personnel management.

Principles and practices of organizational analysis and management.

Pertinent local, State, and Federal rules, regulations, and laws.

Modern office procedures and techniques.

Ability to:

Organize and direct the Recreation and Community Services Department operations.

Coordinate and operate community centers.

Cultivate programs for the development of recreation facilities which accommodate all ages, multi-cultural groups and interests.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Evaluate detail costs and revenues for recreation and cultural programs.

Communicate clearly and concisely, orally and in writing.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train, motivate and evaluate personnel.

Exercise sound independent judgment within general policy guidelines.

Establish and maintain effective working relationships with those contacted in the course of work.

Represent the City effectively in meetings with others.

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; work in conditions of various outdoor exposure.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years increasingly responsible experience in recreation and/or community services administration, including five years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration, or a related field. A Master's Degree is desirable.

License or Certificate

Possession of, or ability to obtain by date of employment, a valid California driver's license and satisfactory driving record.

Probationary Period: 12 Months

FLSA: Exempt