

PARKS & RECREATION DISTRICT MANAGER**NATURE OF WORK**

This is responsible administrative and supervisory work managing a geographically bound grouping of county parks, monitoring park conditions to ensure the safety of the public and providing recreational oversight. An employee in this position is responsible for managing all operational areas including various maintenance services, recreational services, concessions, campgrounds and revenue collections. Work includes supervising a large number of park and recreation employees. Incumbents coordinate work with other county departments, divisions and outside agencies, plan and organize special events, oversee commercial vendors operating within a park, perform diversified park and recreation functions, prepare and monitor budgets and act as a primary public relations contact for their respective region. A person in this position may be responsible for overseeing concession and/or campground operations, island parks, toll booth operations, small equipment repair, facility repair and traditional park custodial and landscape maintenance functions. Work is performed with considerable independence within the scope of departmental rules, regulations and program policies.

EXAMPLES OF WORK

Issues counseling forms/disciplinary actions; handles employee complaints and grievances; authorizes leave requests; interviews candidates and recommends the hiring, termination and promotion of staff.

Maintains attendance, fiscal and other records. Prepares payroll and keeps personnel records.

Plans, assigns, coordinates and schedules staff. Supervises the work of supervisory, maintenance, recreation and customer service personnel.

Trains, maintains and reviews the skills of employees.

Supervises Campground Manager and oversees staff responsible for revenue collection.

Supervises Recreation Program Coordinator, oversees programs, reviews water sports concessionaire and various programming aspects.

Investigates accidents, injuries and unusual incidents, prepares accident/incident reports. Recommends corrective actions. Makes supervisory inspections of all park areas and facilitates to ensure that facilities, equipment and parks meet all park, safety and maintenance standards. Maintains accurate and detailed inspection and preventative maintenance schedules.

Issues work requests to correct any deficiencies found.

Serves as team leader to assess parks and facilities in assigned district for safety and damage after natural disasters.

Researches and prepares justification for price agreements and term contracts. Reviews contract specifications for landscape maintenance contracts utilized within the district.

Meets with the public, clubs, groups and other departments and agencies to coordinate the use of park facilities and to maintain public relations.

PARKS & RECREATION DISTRICT MANAGER - CONT'D**EXAMPLES OF WORK - CONT'D**

Responds to citizen complaints and assures an acceptable resolution is achieved.

Plans and assists with dedication ceremonies for new parks and facilities.

Conducts pre and post event meetings after special events and/or athletic tournaments to assure that parks are not abused and that they are properly cleaned.

Assigns and supervises the maintenance of landscape areas and materials within park lands and recreation areas. Coordinates employees, equipment and materials required to complete a variety of maintenance and/or repair projects in a diverse group of parks and oversees small equipment repair/maintenance.

Reviews plans, participates in pre-construction and substantial completion meetings for new parks and park facilities and makes suggestions and notes problems.

Coordinates the staffing, maintenance and logistics for large special events and athletic tournaments, including national and international events.

Coordinates projects and other maintenance in the district with outside agencies, other departments and other sections within Parks.

Oversees contracted concessionaire enterprises located within park properties. Inspects and reviews operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of parks management, ground and building maintenance and landscaping operations, including turf management practices.

Knowledge of revenue collection processes and their application in park operations.

Thorough knowledge of the principles, practices and techniques of public park and recreation management in a large group of parks with unique and diverse facilities.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to plan, direct and supervise the work of subordinates personnel to achieve maximum effectiveness and high morale.

Ability to maintain records and prepare written reports.

Ability to meet and deal with the public in a courteous manner.

Ability to prepare and monitor budgets.

Ability to evaluate situations accurately and plan an effective course of action.

Knowledge of purchasing practices and procedures.

Considerable knowledge of the basic laws, rules, regulations and codes pertaining to the management of parks, specialized facilities and construction practices.

PARKS & RECREATION DISTRICT MANAGER - CONT'D**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from high school or an equivalent recognized certification; combination of five (5) years of formal on the job training in park and recreation maintenance, forestry, landscaping, public administration or related activity; five (5) years supervisory experience in park operations and maintenance, landscaping or related work; total years of experience must be ten (10). A college degree in Park & Recreation Management or a related field may be substituted for eight (8) years of training and/or experience.

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