



JOB DESCRIPTION

TITLE: Parks & Recreation Director	JOB CODE: 3310
DEPARTMENT: Parks & Recreation	EFFECTIVE DATE: 07/01/2019
REPORTS TO: City Manager	FLSA STATUS: Exempt
SUPERVISES: Recreation Manager, Program Coordinator, and Parks Maintenance Workers	UNION STATUS: Unrepresented
RANGE: D92	

JOB PURPOSE/SUMMARY

The Parks & Recreation Director is responsible for overall leadership and management of the Parks & Recreation Department. The Director manages, plans, organizes, directs and administers various recreation programs and special events for the community, including the maintenance of parks and related facilities; plans, directs, and supervises the work of full- and part-time staff; manages the Department budget; provides staff support to City Commissions and Committees; facilitates the use of all City parks and athletic resources to community sports organizations; coordinates assigned activities with other City Departments, outside organizations, and the general public; provides highly-responsible and complex administrative support to the City Manager.

ABOUT THE CITY OF BANNING

The City of Banning is located in the San Geronio Pass area of Southern California. The community of over 30,000 people is diverse with income levels slightly lower than other areas of Riverside County. However, growth and development is occurring rapidly, which will create new jobs, increase the population and raise income levels. Our employees are the most important asset in preserving our Proud History, Creating a Prosperous Tomorrow, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

CITY VISION

The City of Banning promotes and supports a high quality of life that ensures a safe and friendly environment, fosters new opportunities and provides responsible, fair treatment to all and is the pride of its citizens.

CORE VALUES

- **Customer Service Excellence:** We excel in what we do by staying responsive, flexible, patient, effective, and professional.
- **Integrity:** We are ethical, accountable and compliant with our responsibility to the public and community.
- **Teamwork:** We work together and maintain great communication and respect and foster a fun and enjoyable atmosphere to take pleasure in what we do.
- **Yes-Minded:** We recognize diversity and maintain a positive attitude to do all we can to serve the community in the safest and most responsible manner.

PERFORMANCE EXPECTATIONS

- **Leadership:** Contributes to a positive work culture consistent with the City of Banning Leadership Philosophy, actively welcomes new approaches to public service and supports change and process improvements at all levels within the organization.
- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.
- **Communication:** Communicates effectively with peers, supervisors, subordinates, and individuals to who service is provided.

ESSENTIAL FUNCTIONS

- Functions as a member of the City's management team and works closely with the City Manager, Department Directors, and City Council on activities related to strategic planning and the development of City vision, mission and values.
- Assume management responsibility for all services and activities of the Parks & Recreation Department within limits prescribed by law and in accordance with established guidelines.
- Assume management responsibility for the maintenance of all parks and related facilities.
- Ensures that the Department's programs are implemented in a manner consistent with the City's goals and policies; determines major departmental policies, performs short- and long-range planning activities, and sets direction, goals, objectives and priorities for the department.
- Supervise, promote, implement, coordinate, and evaluate various recreational programs for children and adults including the annual 4th of July Celebration, senior center, Stagecoach Days, Holiday Tree Lighting, summer youth camp, annual Disaster Expo, and specialized one-day sports events and programs.
- Participate in the negotiation, development, planning, design and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities.
- Continuously monitor and evaluate the efficiency and effectiveness of Department methods, procedures and programs; assess and monitor workload; identify and implement opportunities for improvement; review with City Manager where appropriate.
- Facilitate use of all City athletic resources to community sports organizations; supervise operations of all City athletic facilities.
- Prepares a variety of complex analytical and statistical reports and presentations.
- Coordinates Departmental activities with City sports organizations and other City departments.
- Respond to and resolve sensitive and difficult public inquiries and complaints.
- Develop, prepare, and administer Department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling expenditures.
- Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.
- Oversee Recreation Department Customer Relations Program.
- Work closely with the School District regarding joint-use and capital improvements of facilities.
- Maintain close contact with school officials and community groups regarding program offerings and coordination of services.
- Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.
- Review and approve manuals, reports, flyers, press releases, etc., produced by subordinate staff.
- Prepare and maintain records and evaluation reports on new and on-going program offerings.
- Provide staff support to the City's Parks and Recreation Commission.
- Provides managerial assistance and supervision to subordinates in planning and implementing programs; selects, trains, motivates, coaches and evaluates staff; establishes and monitors employee performance objectives; reviews employee performance evaluations completed by the department management team; provides or coordinates staff training.
- Meets regularly with staff to discuss and resolve priorities, workload and technical issues.
- Facilitates problem solving in the department and encourages a high degree of communication and feedback between employees and supervisors; leads by example by maintaining high standards of

behavior and performance.

- Maintains timely and regular attendance.
- Performs other duties as assigned.

KNOWLEDGE OF:

- City organization, operations, policies and procedures.
- Structure, organization and interrelationships of City departments, agencies and related governmental agencies and offices affecting assigned functions.
- Modern principles of park planning and design.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern principles and practices for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
- Rules and regulations governing public meetings.
- Sources of information related to a broad range of municipal programs, services and administration.
- Pertinent Federal, State and local laws, codes, regulations, and guidelines affecting recreation programs and activities.
- Principles of human resource management, supervision, training, and performance evaluation.
- Program and project management techniques and principles.
- Recreational, social, and cultural needs of the community.
- Principles of facility supervision, facilitation, and maintenance.
- Research methods and report preparation and presentation.
- Management practices in a union environment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Develop short- and long-range goals, and plan, assign, coordinate and evaluate the work of subordinates.
- Analyze issues, evaluate alternatives and make logical recommendations based on findings.
- Administer program goals and objectives; implement initiatives and recommendations in support of department and City goals.
- Foster cooperative group processes and efficiently use resources; delegate tasks and workload assignments.
- Develop and monitor departmental and program/project operating budgets, costs and schedules.
- Assess and prioritize multiple tasks, projects and demands.
- Supervise, lead, coach and use best management practices to improve staff performance.
- Effectively administer a variety of city-wide programs.
- Interpret and apply city policies, procedures, laws and regulations.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation of new program areas.
- Maintain administrative systems for facility and program scheduling, calendaring, and other functions.
- Operate a personal computer utilizing a variety of standard and specialized software.
- Communicate effectively both orally and in writing.

PREFERRED QUALIFICATIONS

A Bachelor's Degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required. A Master's degree is preferred.

Five years of increasingly responsible experience in the administration of recreational programming and social and cultural programs and services, including three years of management and supervisory experience. Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs is required.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must obtain a valid California Driver License within thirty (30) days after employment.
- An acceptable driving record.

- CPR and First Aid certificates.
- Successful completion of a pre-employment background check.
- Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA) is preferred.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, high temperatures and toxic or caustic chemicals.

The regular work schedule is generally Monday through Friday, 8 am to 5 pm, but may include some weekends for special events. Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level in the work environment is usually quiet while in the office and moderately loud when in the field. Occasional attendance at meetings before or after regular work hours is required.

PHYSICAL REQUIREMENTS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

The City of Banning is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.