

**PARKS MANAGER****DEFINITION**

Under general direction, plans, organizes, manages, and controls the day-to-day activities of the Parks Division; coordinates assigned activities with other City departments, divisions and outside agencies; and provides highly responsible and complex administrative support to the Department Director.

**SUPERVISION RECEIVED/EXERCISED**

Receives general direction from the Department Director or Assistant Director. Exercises supervision over subordinate staff.

**DISTINGUISHING CHARACTERISTICS**

The Parks Manager, a division head, is responsible for directing the day-to-day activities of the Parks Division. The incumbent implements general policy directives for the City's parks' development and maintenance programs. This is an unclassified position in which the incumbent serves at the will of the Department Director.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

*may include, but are not limited to, the following:*

Plans, organizes, manages, and controls the activities of the Parks Division; ensures that all services and activities adhere to approved City policies and procedures.

Manages administrative, technical, and supervisory personnel in the development, maintenance, and improvement of metropolitan and neighborhood parks and facilities, street trees, traffic divider islands, public grounds, and a variety of planted areas.

Develops general divisional policies for the operation, maintenance, and development of various parks programs.

Assesses community needs and requirements, and recommends expansion of or adjustments to the parks program to the Department Director.

Directs the propagation and maintenance of trees and ornamental plants and the maintenance of assigned automotive and other mechanical equipment.

Inspects and generally supervises work done by private contractors for the City.

Prepares, reviews, analyzes, and administers both annual operating and capital improvement budgets for all programs of the division.

Coordinates the parks program with community beautification programs, recreation activities, and school needs.

Makes presentations before civic and community groups.

Participates in intra-City and inter-agency committee work as directed by the Department Director.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operations, services and activities of a comprehensive parks program.

Principles and practices of parks management, including considerable knowledge of forestry, horticulture, and landscaping.

Basic principles and practices of civil engineering as applied to park development, maintenance, and construction activities.

The materials, equipment, methods, and practices essential to the construction and maintenance of parks and related facilities.

Modern municipal management and public administration, including current budgetary and fiscal operations and controls.

Seeds, fertilizers, soil analysis, trees, shrubs, flowers, sprinkler systems, water features, and their maintenance.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of program development and administration.

Principles of supervision, training and performance evaluation.

Occupational hazards and standard safety practices.

Pertinent federal, state, and local laws, codes and regulations.

**Skills to:**

Use computers and applicable software applications.

**Ability to:**

Oversee and participate in the management of a comprehensive parks program.

Plan, organize, coordinate, and direct the activities of personnel involved in a widely varied program of park services.

Select, supervise, train and evaluate staff.

Participate in the development and administration of division goals, objectives and procedures.

Prepare and administer program budgets.

Prepare clear and concise administrative and financial reports.

Research, analyze and evaluate new service delivery methods and techniques.

Ensure adherence to established safety rules, regulations and guidelines.

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

Interpret and apply federal, state and local policies, laws and regulations.

Respond to requests and inquiries from the general public.

Establish and maintain cooperative working relationships with employees, other City departments, City officials, civic organizations, and the public.

Communicate clearly and concisely, both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree in horticulture, landscape architecture, forestry, or a closely related field; and

**Experience:**

Four years of management and administrative experience in a public parks program. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

**Special Requirements:**

Some positions, based on assignment, may require one or more licenses or certifications related to the specific technical discipline as mandated by a national, state or locally recognized agency.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_