

PARCS OPERATIONS MANAGER

DEFINITION

Under general direction, plans, organizes, manages, and controls the day-to-day activities of assigned parks, facilities or programs within the PARCS Department; 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 of Assistant Director. Exercises supervision over subordinate staff.

DISTINGUISHING CHARACTERISTICS

The PARCS Operations Manager is responsible for directing the day-to-day Parks, Afterschool, Recreation and Community Services (PARCS) operations for assigned geographic area (inclusive of all parks, facilities, and partnered organizations) and/or for assigned programmatic area across multiple geographic areas. The incumbent implements general policy directives for the City's PARCS Department and is responsible for all aspects of program delivery and guest experience within assigned geographic area; and/or is generally responsible for the implementation of assigned programs across all locations at which the program area provides services. Work involves administering, through assigned staff, after school, recreation and community services activities and day-to-day operations for assigned locations. 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 not limited to, the following:

Plans, organizes, and manages all afterschool, recreation, and community services activities occurring within assigned geographic location; ensures that all services and activities adhere to approved City policies and procedures.

Plans, organizes and manages the day-to-day operations at assigned locations to maintain positive guest experience by overseeing custodial and light maintenance operations through direct supervision of staff or in coordination with other divisions, departments, or outside vendors.

Manages administrative, technical, and supervisory personnel in the development, operations, and improvement of guest experiences at metropolitan and neighborhood parks, City facilities and partner facilities.

Develops, implements, and administers a comprehensive PARCS program in cooperation with, and utilizing the facilities of school districts, flood control districts, and other public agencies.

Reviews plans, programs, policy recommendations, and budget estimates submitted by assigned staff; confers with and advises individuals on all policies, activities, and problems relating to the activities and services of assigned geographic or program area.

Develops general divisional policies for the operation, maintenance, and development of various PARCS programs and/or for daily operations of assigned locations.

Prepares, reviews, analyzes, and administers both annual operating and capital improvement budgets for assigned geographic and/or programmatic area.

Meets with representatives of Federal, State, County, and civic and community organizations on matters of recreation facilities services, and programs; confers with the Superintendent of Schools, school administrative staff, and principals on coordination and operation of programs.

Assesses community needs and requirement, and recommends expansion of or adjustments to the PARCS programs or site operations to the Department Director.

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

Coordinates assigned programmatic or geographic activities with community beautification programs, after school, recreation, community services, and school needs.

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

Assists in the development and implementation of divisional safety and training programs.

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 PARCS program.

The principles, practices, and methods of recreation administration.

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

Current literature, recent developments, and sources of information in recreation services and administration.

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 and practices of contract administration.

Principles of supervision, training and performance evaluation.

Occupational hazards and standard safety practices.

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

Skill to:

Use computers and applicable software applications.

Safely operate a motor vehicle.

Ability to:

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

Determine the recreation needs of the community and to develop necessary plans and programs to meet such needs.

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.

Maintain cooperative relations with government agencies, private agencies, and the general public.

Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Four (4) years of professional experience in a public parks, Public Works or public agency parks, after school, recreation or community services program, which includes or is supplemented by two (2) years of supervisory experience;

AND

Graduation from an accredited college or university with bachelor's degree in recreation, education, physical education, public administration, engineering, horticulture, landscaping or a closely related field.

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirements:

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

Proof of current Tuberculosis (TB) Test clearance, within the last two (2) years consistent with California Public Resources Code 5163.

Depending upon assignment, may be required to obtain and maintain additional certificates and/or licenses.

APPROVED: _____
Interim Director of Personnel Services

DATE: 7/6/2023