

DEPUTY DIRECTOR OF PARKS AND RECREATION

Definition:

Under the general direction of and in collaboration with the Director, the Deputy Director of Parks and Recreation performs managerial, administrative and professional functions overseeing the daily operations of divisions and programs within the Parks and Recreation Department including, but not limited to, recreation programs and facilities, park and open space planning, management and development, cultural and special community events, and family services; coordinates assigned activities with other departments, outside agencies and other stakeholders; performs a variety of highly complex and difficult professional-level duties and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Assists the Director in the planning, organization and management of multiple divisions within the Department.

Provides highly responsible and complex administrative support to the Director.

Oversees the selection, placement, training and supervision of employees.

Oversees the development and administration of the Department's budget.

Oversees the acquisition and administration of grants.

Develops partnerships with other City departments to coordinate relevant projects and programs and increase awareness of Department resources.

Plans, organizes, controls, integrates and evaluates the City's park and recreation activities and operations.

Participates in strategic planning for department activities and develops short- and long-range goals and objectives.

Assesses community needs and trends; projects future demographic changes and resulting community needs, develops long-range strategies for programs, facilities, and services.

Works closely with citizen advisory boards and City and community officials to provide technical assistance and advice.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures for a variety of Parks and Recreation programs and activities and implements best practices.

Oversees and participates in the development and administration of a variety of operations capital project budgets.

Manages revenues from a variety of funds/sources, including grant funds and enterprise funds; ensures appropriate fee-for-service levels, fund balance levels and reserves.

Researches funding sources and implements fundraising efforts.

Participates in the planning of capital improvement projects for community parks, buildings and related facilities; advised and assists in the development of long-range plans for land use, buildings, parks and equipment for parks and recreation programs.

Negotiates, implements and administers complex agreements that have significant economic and financial impact on the City; manages the administration of contracts and agreements to ensure compliance with contract provisions.

Responds to inquiries from public officials, community boards and commission members, and the general public; resolves difficult and sensitive citizen inquiries and complaints.

Develops and tracks legislation related to each specific field of discipline.

Represents the Department at community meetings, public hearings, and professional conferences; initiates and maintains relationships with community and professional organizations.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director.

Operates modern office equipment including computer equipment and specialized software application programs.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

The Deputy Director of Parks and Recreation is a single incumbent classification with supervisory responsibilities for multiple divisions over professional, clerical and technical staff. The incumbent serves as the acting Department Head in the Director's absence. Work is assigned and evaluated by the Director.

Contacts and Relationships:

The Deputy Director of Parks and Recreation establishes and maintains contact with staff in the Department and other City departments. Additional contact will occur with members of the City Council, Parks and Recreation Commission, community groups, the public, consultants, contractors and representatives of other public and private agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Organization and operation of municipal government.

Parks and recreation development structures, organizations and functions.

Operational characteristics, services and activities of recreation, family services, and neighborhood services programs.

Parks and recreation planning principles.

Recreational and social needs and interests of the community.

Principles and practices of capital project development, funding, and implementation.

Long-range forecasting and marketing strategies.

Administrative principles and practices, including goal setting, program development, implementation, and evaluation.

Public agency budgetary, contract administration, and City-wide administrative practices related to the functions of the assigned area.

Methods and techniques of eliciting community participation and engagement in parks and recreation issues.

Principles and application of critical thinking and analysis.

Principles and practices of program development and administration.

Pertinent federal, state, and local laws, regulations and procedures concerning community development.

Principles and practices of grant writing.

Principles of supervision, training, and performance evaluation.

Effective methods for making oral and written presentations including social media and other digital applications.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Modern office practices, methods, and computer equipment and applications related to the work.

AND

Ability to:

Organize, participate and manage comprehensive parks and recreation programs and park planning project review and analysis.

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.

Organize work, set priorities and exercising sound independent judgment within established guidelines, including using creative ways to solve issues.

Plan, organize, direct, coordinate, and evaluate the work of supervisory, technical, and office support staff; delegate authority and responsibility; implement disciplinary actions when warranted.

Work effectively in a highly visible position.

Interpret and apply complex rules, regulations, laws and ordinances.

Prepare and administer departmental budget; allocate resources in a cost-effective manner.

Effectively communicate both orally and in writing; develop, direct, participate in and present oral and written staff reports and policy recommendations to commissions, boards, City Council and other groups as needed; prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Establish and maintain a positive customer service attitude, and effective working relationships with internal and external customers contacted in the course of work and research.

Direct and participate in the research, compilation and analyses of a variety of complex data and draft guidelines, ordinances, procedures and related material.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Handle job stress and maintain composure in public settings.

Meet and serve the public with professionalism, courtesy and tact.
Operate modern office equipment including computer equipment and applicable and specialized software.

A typical way to obtain the knowledge and abilities is as follows:

Education and Experience:

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

Graduation from an accredited four-year college or university with major coursework in recreation, management, business administration, public administration, or a related field. A graduate degree or some completed graduate level coursework in recreation, management, business administration, public administration, or a related field from an accredited college or university is preferred.

AND

Four years of progressively responsible experience in public parks and recreation management, including some open space development experience as well as two years of administrative and supervisory responsibilities.

Special Requirements Include:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Deputy Director of Parks and Recreation file financial disclosure statements in accordance with state and local laws.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors in an office environment with outdoor/on-site work as needed. When work is performed outdoors there may be exposure to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, grasps, sits, stands, walks, twists, bends and reaches and may kneel, crouch, climb stairs and inclines and lift and carry filled binders and other items weighing 15 pounds or less. When performing outdoors/on-site work the incumbent may walk and stand on slippery and uneven surfaces. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Established January 2022