

CITY OF HERMOSA BEACH
Class Specification



Formatted: Font: 11 pt

PARKS AND RECREATION DIRECTOR
CITY OF HERMOSA BEACH
Class Specification

Formatted: Justified

COMMUNITY RESOURCES **PARKS & RECREATION DIRECTOR**

DEFINITION

Formatted: Font: Century Gothic, 11 pt

~~Under the administrative direction of the City Manager, to plan, organize, direct, coordinate and evaluate City cultural, educational, recreational, community and social service programs; to maintain and develop City recreational and community service facilities; and to do related work as required, provides strategic leadership and direction for all programs, services, facilities, and operations of the Parks and Recreation Department, including planning, development, and evaluation of community recreation and cultural services.~~

Formatted: Font: Century Gothic, 11 pt

Formatted: Font: Century Gothic, 11 pt

CLASS CHARACTERISTICS

Formatted: Font: 11 pt

Formatted: Justified

~~Assist in the development and implementation of goals, objectives, policies and procedures for their respective department(s); Ensures that the department's goals and objectives are within the model of a "High Performance Organization" using collaborative and participative concepts. As the Parks & Recreation Director/Community Resources Manager for the City of Hermosa Beach, you will be expected to be part of our high performing team that work together toward the achievement of common goals—short term and long term. You will be required to exhibit a commitment to performance excellence, exercise mutual respect, and hold yourself and your department employees accountable at both the individual and team levels.~~

EXAMPLES OF DUTIES

Formatted: Font: Century Gothic, 11 pt

Formatted: Justified

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

~~Oversees and provides long-range planning and vision for the City's cultural, educational, recreational, community, and social service programs. Plans, organizes, directs, coordinates and evaluates the cultural, educational, recreational, community and social service programs of the City;~~

Formatted: Font: Century Gothic, 11 pt

~~Oversees the development, implementation, and enforcement of policies, procedures, and regulations governing department operations, programs, and facility use.~~

Formatted: Font: Century Gothic, 11 pt

Formatted: Justified

Provides high-level review and direction on cost analyses of programs and facility operations.

Provides direction and approves final recommendations for fees for programs or facility use.

Leads development and implementation of department strategic plans and master plans.

Advises the City Manager and City Council on policy, operational, and strategic matters related to parks and recreation.

•
Coordinates department activities with other City departments, outside agencies, and community organizations, coordinates department functions and programs with the activities of the other City departments;

• Selects, trains, supervises, evaluates, and disciplines staff and has responsibility for the discipline of personnel directly or through department supervisors.;
Develops and implements policies and regulations for the use of the Community Center and other department and City facilities;

• Serves as staff liaison to an advisory commission and community groups. Serves in a liaison capacity with a wide variety of community groups and organizations;

Oversees the operation of a professional theater complex;

• Serves as staff liaison with an advisory commission;
• Prepares cost analyses of program and facility operations;
• Prepares Oversees the preparation and administers administration of grants.;
Oversees special event permits and the special event calendar;

• Oversees film permits;
• Ensures proper liability coverage for program operations.;
• Develops and submits recommendations for fees for recreation programs;
Develops advertising and marketing materials for department programs and facilities;

• Formulates rules, policies and procedures for the operation of the Department;
Monitors, writes and negotiates contracts Provides executive oversight of contracts and leases.;

• Oversees and coordinates facility management and development of all City recreation buildings and facilities which include the Community Center Complex, Civic Theater, the beach and Clark Field Complex;
• Prepares recommendations for necessary repair, capital improvement, and capital outlay recreation facilities.;

Formatted: Justified, No bullets or numbering

Formatted: Font: Century Gothic, 11 pt

Formatted: Justified

Formatted: Justified, No bullets or numbering

Formatted: Justified

Formatted: Justified, No bullets or numbering

Formatted: Justified

Formatted: Justified, No bullets or numbering

Formatted: Justified

Formatted: Justified, No bullets or numbering

Formatted: Justified

Formatted: Justified, No bullets or numbering

Oversees the processing of special event permits;

Formatted: Justified

• Provides advice and consultation to the City Manager and City Council on department programs and facility use problems and policies;

Formatted: Justified, No bullets or numbering

• Makes recommendations for the purchase of equipment and supplies.;

• Prepares, justifies, and administers the Department budget, ensuring fiscal accountability effective resource allocation. Develops budget requests and controls expenditures;

Meets with community groups and organizations regarding department programs, problems and policies;

Formatted: Justified

• Cultivates sound community relations.;

Formatted: Justified, No bullets or numbering

• Serves as liaison with other government agencies.

QUALIFICATION GUIDELINES

Formatted: Font: Century Gothic, 11 pt

Knowledge, Skills and Abilities;

Knowledge of: Principles, objectives, and practices of modern municipal parks and recreation programs, including cultural, educational, social, and community services; practices, and procedures of public administration, including budgeting, financial management, personnel management, and supervision; laws, regulations, and ordinances affecting municipal parks and recreation operations; long-range planning, strategic planning, and master plan development for public facilities and programs; principles and practices of program evaluation, cost analysis, and resource allocation; development, management, and administration of multi-purpose facilities and recreational programs; principles of professional theater, cultural programming, and arts administration; grant preparation, contract administration, and risk management as they relate to municipal operations; community engagement strategies and public relations best practices; and coordination of interdepartmental and interagency activities. philosophy, objectives and principles of modern municipal recreation, social, cultural, community service and park programs; principles, practices and procedures of public administration, management and supervision, including the development and administration of the department budget; laws, regulations and ordinances affecting departmental operations; development and use of community multi-purpose facilities; general principles of professional theater operation; functions and operations of a non-profit organization; effective program development methods and practices; contract and lease negotiations practices; computers and computer applications; report writing methods and techniques; community organization, resources and facilities; land and facility management; principles of employee training and supervision; public relations principles and practices.

Formatted: Font: Century Gothic, 11 pt

Formatted: Font: Century Gothic, 11 pt, Bold

Formatted: Font: Century Gothic, 11 pt

Formatted: Font: 11 pt

Formatted: Font: Century Gothic, 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: Century Gothic, 11 pt

Formatted: Font: Century Gothic

Ability to: Plan, organize, direct, and coordinate comprehensive parks and recreation programs and services; develop and implement policies, procedures, and regulations governing department operations; analyze complex administrative, operational, and financial issues and make sound recommendations. prepare and administer budgets, monitor expenditures, and ensure fiscal accountability; lead strategic planning initiatives and oversee the implementation of department and facility master plans; select, train, supervise, evaluate, and discipline professional and support staff effectively; serve as an effective liaison with advisory commissions, community groups, other governmental agencies, and the public; prepare and administer grants, contracts, leases, and capital improvement recommendations; promote community relations, advocate for programs, and respond effectively to public concerns; and ensure compliance with legal, safety, and liability requirements in departmental operations.~~plan, organize, direct, coordinate and evaluate departmental operations; evaluate and make recommendations on improvements to existing operations and programs; prepare and administer the department budget; direct, train and evaluate subordinate personnel; evaluate facility development needs and programs; direct the operations of a professional theater; prepare and present comprehensive written and oral reports; establish and maintain cooperative relationships with City personnel, consultants, commission and board members, representatives of outside agencies and members of the general public; conduct an effective public relations program.—~~

Formatted: Font: 11 pt

Education and Experience: *Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this required knowledge would be:*

Graduation from an accredited four-year college or university with a degree in Recreation Administration, Public or Business Administration, Theater Arts Management or a closely related field. Five years of increasingly responsible professional recreational, community service and park management experience, including at least four years in a supervisory or administrative capacity.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required or the ability to get from point to point for meetings and trainings.

In accordance with California Government Code Section 3100, City of Hermosa Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Approved by the Civil Service Board:
Approved by the City Council:

- Formatted: Font: Century Gothic, 11 pt
- Formatted: Justified
- Formatted: Font: 11 pt
- Formatted: Physical Demands3, No widow/orphan control