



## City of Larkspur

### Recreation Director

#### **DEFINITION**

Under general direction from the City Manager, the Recreation Director plans, organizes, and directs the activities, personnel, and operations of the Recreation Department and provides highly responsible and technical staff assistance to the City Manager.

#### **DISTINGUISHING CHARACTERISTICS**

This is a department director level class responsible for planning, directing, and obtaining resources for all operations and programs of the Recreation Department. The incumbent performs the full scope of recreation management and exercises significant discretion within legal and general policy and regulatory guidelines. The incumbent independently develops and implements departmental policies, procedures, and services. This position provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The incumbent ensures that activities of the department are completed in a timely and efficient manner consistent with defined policies and regulations.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Recreation Director reports to the City Manager. The Director provides supervision for all professional, paraprofessional, supervisory, and clerical staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(include but are not limited to the following)*

- Plan, organize, direct, and coordinate all recreation programs and services
- Prepare, administer, and monitor recreation budget; ensure appropriate expenditures of public funds through efficient operations
- Identify sources of revenue and funding consistent with cost-recovery goals established by the City Council and City Manager
- Serve as staff member to the Parks and Recreation Commission; work with the Commission, local officials, community members, community organizations, schools, and staff to plan and deliver recreation services and programs
- Instill a culture and expectation of superior customer service for all staff
- Prepare and submit technical and special reports; make oral presentations
- Work collaboratively with other departments on mutual projects and issues
- Participate in City management committees, work groups, and taskforces as assigned
- Direct and participate in the hiring, development, evaluation, and retention of recreation employees
- Perform other duties as assigned

#### **REQUIREMENTS**

##### **Knowledge of**

- Modern recreation practices and management
- Pertinent federal, state, and regional laws and regulations
- Organizational, administrative, management, and labor relations principles and practices
- Supervisory techniques, resource allocation, planning, and budgeting
- Sources and methods of funding for public agencies

### **Skill in and Ability to:**

- Direct and coordinate recreation administration
- Supervise, train, and evaluate the work of professional, technical, and clerical staff
- Successfully develop and implement the budget
- Interpret, apply, and explain recreation policies and applicable laws related to recreation activities
- Analyze and evaluate statistical data and reports related to recreation management
- Identify existing or potential problems, secure relevant information from a variety of sources, determine probable cause(s), and effect appropriate solution(s)
- Establish and evaluate policies, procedures, and controls related to recreation programs
- Represent recreation to diverse audiences and prepare and deliver oral presentations to small and large groups
- Effectively and persuasively communicate both orally and in writing
- Utilize appropriate leadership skills, interpersonal style, and methods of communication to seek wide input before proposing solutions, and then use those same skills to gain acceptance, cooperation, or agreement of a plan, activity, and/or program idea, or to seek a compromise or solution

Effectively use appropriate leadership, interpersonal and communication skills to seek wide input before developing solution(s) to a problem or creating a new plan, activity or program idea; ability to create buy-in/gain acceptance, cooperation, and (when appropriate) seek compromise when implementing new solutions, plans, activities, and programs

### **EDUCATION AND/OR EXPERIENCE**

Sufficient experience and education related to the management of a recreation department to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Six or more years of professional recreation experience in public agencies, including at least two years in a supervisory and administrative capacity

In addition, qualified candidates must:

- Possess a valid Class C California Driver's License by date of appointment
- Possess valid CPR and First Aid Certificates within three months of appointment
- Be willing and able to work occasional evenings, weekends, and holidays as needed for special events, programs, and public meetings

### **PHYSICAL WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The employee will occasionally be required to climb or balance or crawl. While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute hearing is required when providing phone and personal service. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. The employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to moving mechanical parts and occasionally works with use of a City vehicle. The noise level in the work environment is occasionally loud.

**OTHER:**

*FLSA Status: Exempt - Executive*  
*Bargaining Unit: Unrepresented Management*  
*Approved by: City Manager Dan Schwarz*  
*Date: December 20, 2018*