



## CITY OF ALBANY Recreation & Community Services Director

### **Definition:**

The Recreation & Community Services Director directs, supervises, manages and coordinates the activities, day-to-day operations and long-term goals and objectives of the Recreation & Community Services Department, including youth and adult classes, sports programs, special events, facility and field rentals, public art, community services information, and the functions and programs associated with the child care center, teen center, senior center and community center.

### **Supervision Exercised:**

Exercises direct and indirect supervision over professional, paraprofessional, and support staff.

### **Example of Duties:**

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

- Plan, direct, supervise and assume management responsibilities for the day-to-day operations and long-term goals and objectives of the Recreation & Community Services Department, including youth and adult classes, sports programs, special events, facility and field rentals, public art, community services information, and the functions and programs associated with the child care center, teen center, senior center and community center.
- Plan, direct, coordinate and review the work plan for a staff of approximately 10 full-time and 25 part-time employees; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve challenges.
- Select, train, motivate and evaluate Recreation & Community Services Department staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; develop and administer policies and procedures; review and develop annual fee schedule for public use of programs and services.
- Evaluate program content and methods used in providing recreation programs and community services; make recommendations for improvement.
- Prepare and administer a \$1.5 million departmental operating budget and a \$4.5 million capital improvement budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Prepare grant applications for funding recreation programs, community service projects, and park improvements.
- Serve as staff liaison to the Park & Recreation Commission, Field Users Working Group, and other ad-hoc or ongoing committees on a city and regional level; prepare and present staff reports and other necessary correspondence.
- Provide direction in the City's efforts to expand its communication venues, including the City's website, cable television public access channel, and newsletter.
- Oversee the development and implementation of public art.

- Serve as a key member of the City's management team, providing valued and effective leadership and support on all aspects of the City's short-range and long-range operations, policies, procedures and programs.
- Develop and direct department policies and practices pursuant to City policy to minimize the use of scarce natural resources, minimize toxic materials, promote healthy behaviors and activities, and minimize carbon emissions.
- Oversee the work of department staff that serve as liaisons to the Arts Committee, Youth Task Force, and advisory committee for the local cable access channel.
- Help increase, improve and build a sense of community spirit. Work with local groups, the School District, the Chamber of Commerce and others.
- Serve as the liaison for the Recreation & Community Services Department with other departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Respond to and resolve citizen inquiries and complaints regarding the Recreation & Community Services Department.
- Attend and participate in professional group meetings and development; stay abreast of new trends and innovations in the field of recreation and community services.
- Perform other duties as required.

**Qualifications:**

Knowledge of:

- Operational characteristics, services and activities of a comprehensive Recreation and Community Services Department.
- Recreational, open space, cultural and social needs of the community.
- Principles of management, supervision, training and performance evaluation; program development and administration; municipal budget preparation and administration.
- Standard and accepted English usage, spelling, grammar, and punctuation.
- Designated computer applications, including word-processing, spreadsheet, program registration and facility rental software, and database/management information systems.

Ability and Skills to:

- Oversee and direct the management of a comprehensive Recreation and Community Services Department.
- Select, supervise, train and evaluate lower level staff.
- Participate in the development and administration of Department goals, objectives and procedures.
- Design and implement recreation programs in response to community needs.
- Elicit community and organizational support for recreation programs.
- Exercise sound professional judgment, reason logically and think imaginatively and creatively.
- Analyze and make recommendations on a variety of managerial and administrative activities.

- Prepare clear, concise reports and communicate effectively both verbally and in writing.
- Interpret, explain and act in accordance with laws, regulations and policies.
- Exercise sound independent judgment within general policy guidelines.
- Learn the City and departmental organizational structure, ordinances, policies and procedures.
- Read and write English at a sufficient level for successful job performance; speak and enunciate English accurately and in an acceptable manner.
- Understand and carry out a variety of oral and written directions in an independent manner.
- Identify problems/issues collect relevant data, analyze options according to established criteria, and determine appropriate course of action within prescribed alternatives.
- Type/word-process accurately and at a speed sufficient for successful job performance.
- Communicate effectively, tactfully, and positively in both oral and written forms.
- Organize and prioritize a variety of tasks in an effective and timely manner.
- Utilize designated word processing, spreadsheet, program registration and facility rental software, and database/management information systems accurately and effectively.
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**Education and Experience:**

Any combination of education and experience that would likely provide the required knowledge, abilities and skills is qualifying. A typical background that would likely provide the required knowledge, abilities and skills would consist of the following:

*Education:* Graduation from an accredited four-year college or university with a major or major course work in recreation administration, business, or a related field. A Master's Degree is highly desirable.

*Experience:* A minimum of five years of increasingly responsible professional experience in the delivery of recreation and community services, including three years directing the work of or supervising others.

*License:* Possession of a valid Class C California driver's license.