



CITY OF ALBANY RECREATION & COMMUNITY SERVICES DIRECTOR

Under general administrative direction, plans, directs, and organizes all activities, 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, city volunteer program, community engagement programs, summer camps, and the functions and programs associated with the child care center, teen center, senior center and community center; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager and City Council in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager. Exercises direct and indirect supervision over professional, paraprofessional, and support staff.

Class Characteristics

This is a department head classification that oversees, directs, and participates in all activities of the Recreation & Community Services Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibilities for all Recreation & Community Services programs, services, and activities, including youth and adult classes, sports programs, special events, facility and field rentals, public art, community services information, city volunteer program, community engagement programs, summer camps, and the functions and programs associated with the child care center, teen center, senior center and community center.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; provides data necessary for the City's cost allocation plan.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities

and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Reviews and develops annual fee schedule for public use of programs and services.
- Evaluates program content and methods used in providing recreation programs and community services; makes recommendations for improvement.
- Prepares grant applications for funding recreation programs, community service projects, and park improvements.
- Serves as staff liaison to the Parks, Recreation & Open Space Commission and other ad-hoc or ongoing committees on a city and regional level; prepares and presents staff reports and other necessary correspondence.
- Oversees the development and implementation of public art, including Sculpture Loan, Community Center Gallery, Arts Master Plan, and PAPP.
- Coordinates the department communications and marketing plan including the publication of the Activity Guide; coordinates with the graphic designer the content/layout and production of the Activity Guide three times a year.
- Oversees and prepares city branding including business cards, letterhead, street banners, city signage, and other marketing materials; works with the graphic designer to create new logos, marketing materials and branded items as necessary.
- Plans, directs, coordinates, and supervises the City's Biennial event Dinner including coordinating with businesses, seeking event sponsorships, and working with safety and public works personnel; coordinates vendor contracts, event production, staffing, and volunteers.
- Monitors, inspects, and recommends improvements for City recreation facilities.
- Negotiates and executes of a variety of vendor contracts, use agreements and facility leases including KSS Preschool Lease, Albany Preschool Lease and the Albany Unified School District Joint Use Agreement.
- Oversees design, construction recreation buildings, parks, recreation areas and facilities; identifies community needs; directs, develops and implements appropriate outreach strategies and activities for capital improvement projects to ensure broad-based community participation in the design process.
- Works closely with the Urban Forestry Coordinator on the implementation of the Street Tree Removal Policy and application process through the Parks, Recreation & Open Space Commission.
- Serves as the Fair Play Act Compliance Coordinator; ensures compliance with the policy; prepares necessary reports.
- Serves 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.
- Develops and directs 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.
- Oversees the work of department staff that serve as liaisons to the Arts Committee.
- Helps increase, improve, and build a sense of community spirit; works with local groups, the School District, the Chamber of Commerce, and others.
- Serves as the liaison for the Recreation & Community Services Department with other departments and outside agencies; negotiates and resolves sensitive and controversial issues.
- Responds to and resolves citizen inquiries and complaints regarding the Recreation & Community Services Department.

- Attends and participates in professional group meetings and development; stays abreast of new trends and innovations in the field of recreation and community services.
- Provides staff assistance to the City Manager; attends meetings of and make presentations to the City Council, commissions, and other public agencies; prepares and presents staff reports and other necessary correspondence.
- Responds to requests for information from the public, other agencies, employees, employee associations, and other City departments.
- Makes presentations to the City Council, City employees, labor associations, and others as required; create handouts, agendas, and presentation materials for meetings as needed.
- Performs related duties as assigned.

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive Recreation and Community Services Department.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Recreational, open space, cultural, and social needs of the community.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Oversee and direct the management of a comprehensive Recreation and Community Services Department.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.

- Plan, organize, direct, and coordinate the work of technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- 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.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- 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.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

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

A Bachelor's degree from an accredited college or university with major course work in recreation administration, business, or a related field, and five years of progressively responsible experience in the delivery of recreation and community services, including three years directing the work of or supervising others. A Master's Degree is highly desirable.

Licenses and Certifications

A Valid California Driver's License.

Physical Demands

Must possess mobility to work in a standard office and field environment and use standard office equipment, including a computer; frequently required to walk, stand, sit, talk, and hear; vision to read printed materials and a computer screen and close vision, color vision, and the ability to adjust focus; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally climb, balance, stoop, kneel, crouch or crawl; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; lift and/or move object up to 50 pounds.

Environmental Elements

Employees work in an office environment and field environment with moderate noise levels, occasionally varied temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Special Requirements

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities. Positions in this classification require a willingness and ability to work flexible hours and overtime.