

2302.01

**ARDEN MANOR RECREATION AND PARK DISTRICT
DISTRICT MANAGER**

JOB DESCRIPTION

DESCRIPTION:

Under direction of the Board of Directors, the administrator is responsible to plan, direct and lead the planning, development and maintenance of parks and landscape, and the day to day operations of all recreation facilities. He/She has general charge, responsibility, and control over all property of the District. He/She will be responsible for research and evaluation as part of strategic planning. The Administrator will represent the District to other agencies and organizations to develop partnerships that nurture the community programs and facilities. The Administrator will facilitate District/Community problem solving and have the ability to be flexible and change plans bases on the needs of the community. The Administrator will be committed to professional development and perform related duties as required.

EXAMPLES OF DUTIES:

- Engage in strategic thinking to analyze and evaluate the present and future needs for recreation programs, facilities, and park areas
- Formulate and recommend Department policies, priorities and objectives that will offer recreation services and enhance community identity
- Manage the selection, supervision, training, and evaluation of District personnel. Evaluate personnel based on performance. Council personnel to correct deficiencies and implement disciplinary procedures as may be necessary
- Continuously monitor and evaluate the efficiency and effectiveness of programs and services delivery methods, based on desired outcomes. Assess workloads, administrative support systems, and internal working relationships to identify opportunities for improvement
- Direct the maintenance services for all park and recreation facilities to ensure the accessibility, safety, and security of park users
- Provide advisory support and act as liaison to other, citizen committees, community agencies and governmental agencies to facilitate land conservation and the delivery of recreation programs and services
- Prepare and administer the District operating budgets, and all expenditures and revenue of the District
- Establish a customer services philosophy in the District to respond to citizen inquiries and resolve difficult or controversial issues
- Prepare and present verbal and written reports to District Board of Directors, governmental agencies and community groups
- Represent the District in relationships with other agencies such as San Juan School District
- Have knowledge and understanding of basic human resources law and compliance

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of current theories, principles, and practices common to public administration, park planning, development construction maintenance, recreation administration, and human resources
- Team oriented leader committed to employee empowerment, problem solving and customer service
- Budgeting and personnel management as practiced in the public sector
- Ability to multitask” to handle competing priorities and demands

- Ability to facilitate employee and community groups to solve problems, resolve conflicts and work effectively and collaboratively
- Technological literacy in computer applications and data management for park and recreation service delivery
- Political acumen and community relations ability to build partnerships and advocacy for the District
- Leadership skills to establish and promote a vision for the future. Communicate and motivate others to embrace that vision
- Verbal and written communication skills to develop reports, grants, evaluations, and other material as appropriate

EDUCATION AND EXPERIENCE:

- Five years' experience with two years of administrative experience and supervisory responsibility in the management of parks, recreation facilities and multiple recreation and community services programs
- Bachelor's degree from an accredited college or university with major course work in parks and recreation administration, public administration, or a related field

LICENSES:

- Valid California Driver's License

WORKING CONDITIONS:

- Working generally, in office environment with controlled temperature
- High stress interaction with personnel, Board of Directors and public, and attendance at meetings in all venues and variable hours
- Multiple responsibilities demand working many hours in one day

PHYSICAL DEMANDS:

- Ability to walk, stoop, bend, squat, kneel
- Ability to withstand long periods of repetitive motion with respect to office machines
- Ability to sit for prolonged periods
- Ability to communicate effectively with staff, other agencies and the public