



City of Murrieta
Parks and Community Services Manager

CLASS CODE	CSD01	SALARY	\$59.21 - \$71.97 Hourly \$4,736.92 - \$5,757.75 Biweekly \$10,263.32 - \$12,475.13 Monthly \$123,159.80 - \$149,701.51 Annually
BARGAINING UNIT	Management Professional & Confidential Employees	REVISION DATE	July 04, 2021

Description and Essential Functions

DEFINITION

Under general direction, plans, organizes, oversees and manages the staff and operations of the Parks and Community Services Division, including recreation facilities and programs, special events, facility rentals, parks, and open spaces; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Assistant to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant to the City Manager. Exercises direct supervision over supervisory, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations and activities of the Parks and Community Services Division. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation and recommendation and implementation of policies, procedures, goals, objectives, priorities and standards for the City's community services programs. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

ESSENTIAL FUNCTIONS

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.

- Plans, manages, and oversees the daily functions, operations, and activities of the Parks and Community Services Division including recreation facilities and programs, special events, facility rentals, parks, open

spaces, and contracted services.

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, implementation, and administration of the division budget; determines funding needed for staffing, equipment and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Participates in the planning, design, development, negotiation and implementation of Capital Improvement Projects (CIP) for existing and proposed facilities; meets with consultants on project development and design; reviews conceptual designs and working drawings; oversees the work of contractor and negotiates change orders; accepts turnover documents from contractors.
- Coordinates the formation of Landscaping and Lighting Districts (LLD's) for developers requesting the dedication of common area landscape and lighting for the City to perform ongoing maintenance; performs all administrative and fiscal coordination tasks and document preparation associated with the formation of the LLD's ensuring compliance with public hearings and voting processes.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions and outside agencies; provides staff support to commissions, committees and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation programming and natural resource management; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

Minimum Qualifications

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:

Required:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in recreation administration, public or business administration, or a related field.
- Five (5) years of increasingly responsible management and/or administrative experience in parks and recreation program administration, of which two (2) years should be in a management capacity.

LICENSES AND CERTIFICATIONS

- Possession of or ability to obtain and maintain a valid California Driver's License or other means that would allow for the ability to commute to meetings, conduct site visits, and attend other special events throughout the county may be required at the time of hire.

Knowledge, Skills and Abilities / Physical Demands and Environmental Conditions

KNOWLEDGE OF

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Community cultural and socio-economic demographics as it relates to recreation programming.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Principles and practices of park planning and design.
- Recreational, cultural, age-specific, and social needs of the community.
- Complex arithmetic and statistical techniques.
- Principles and practices of project and program management.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

ABILITY TO

- Plan, organize, oversee and manage the staff and operations of the Parks and Community Services Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Develop, plan, coordinate, and implement a variety of recreational programs and facilities suited to the needs of the community.
- Negotiate and administer contracts.
- Manage and monitor complex projects ensuring compliance with project specifications and budgets.
- Make accurate arithmetic, financial, and statistical computations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

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

Supplemental Information

APPLICATION PROCEDURE

A City application form and resume must be submitted online. Applicants can apply online at www.MurrietaCA.gov.

SELECTION PROCESS

Candidates must clearly demonstrate through their application materials that they meet the employment standards outlined above. All properly completed applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. Examinations for the position may consist of any combination of appraisal interview, performance test and writing exercise to evaluate the applicant's skill, training, and experience for the position. Successful applicants will be placed on an eligibility list. The City may also merge lists. The selected candidate(s) must successfully complete pre-employment clearances which may include a physical, drug screen, and Live Scan background screening.