

COUNTY OF SOLANO
PARKS SERVICES MANAGER

DEFINITION

Under general direction, plans, organizes and manages the operations of the Parks Division of the Department of General Services; serves as a member of the Department's management/supervisory team and as a member of the senior management team of the County.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for planning, developing and managing the County's Parks Division. This class is distinguished from that of the Assistant Director of General Services by the latter's overall responsibility to plan, organize, and direct department-wide operations.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

1. Establishes priorities for developing and maintaining parks and recreation areas; institutes programs to protect and enhance the recreational potential of the County and the optimum management of the County's real estate assets.
2. Reviews and analyzes legislation, polices, procedures and other administrative and regulatory requirements to determine impact relative to assigned functions; recommends changes in operations as appropriate; maintains and updates the County Parks and Recreation Plan; evaluates the design and development of recreational facilities; studies and makes recommendations concerning proposed legislation affecting park and recreation activities.
3. Prepares and monitors budgets for assigned functions and programs; maintains appropriate records and documentation of all fiscal transactions.
4. Manages parks and recreation operations through supervisors, lead workers and line staff; evaluates work performance of staff under direct supervision, and, if necessary, recommends appropriate disciplinary action.
5. Determines ongoing physical and financial needs assigned operational functions and facilities and develops plans and programs to meet those needs. Determines fee schedules, scheduling of user activities and regulations in accordance with Board policy and local ordinances; confers with officials of other public agencies and organizations in managing assigned functions.

EXAMPLE OF DUTIES (CONTINUED)

6. Attends meetings of the County Board of Supervisors, the Solano County Park and Recreation Commission, and other agencies as required and represents the County in matters relative to real property, economic development, and assigned operational functions and activities.

QUALIFICATION GUIDELINES

Education and/or Experience

1. Graduation from an accredited four-year college or university with a major business administration, public administration, recreation management or closely related field, and.
2. Four (4) years of paid full time experience in Parks/Recreation Management or Public Administration, and
3. Two (2) years of supervisory experience in any field (may be inclusive of or distinct from the required Parks/Recreation Management or Public Administration experience).

Knowledge/Skills/Abilities

Thorough knowledge of the principles and practices of park and recreation land use planning; principles and practices of public administration, budget preparation and control, personnel management and supervision; public purchasing and procurement practices and procedures.

Ability to direct work with division personnel including supervisory staff; plan, organize, manage, and administer assigned functions in a professional and competent manner; negotiate effectively in contracting matters; prepare comprehensive and technical written reports regarding park and recreation programs including alternative solutions and recommendations regarding specific resources, plans, and policies for improvement; present oral reports to the Board of Supervisors, the Park and Recreation Commission, other groups, and the media on matters related to assigned service functions and responsibilities; deal tactfully and effectively with department personnel, government officials, professional representatives, and the general public on matters associated with assigned service functions and responsibilities.

SPECIAL REQUIREMENTS

Possession of a California Class C driver's license is required.

Successful completion of a thorough background investigation is required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.



Director of Human Resources

- Approved by the Director of Human Resources: July 2000
- Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: July 2000
- Revised: July 2015; February 2003
- Class Code: 157070