



THE CITY OF ARTESIA, CALIFORNIA

18747 CLARKDALE AVENUE, ARTESIA, CALIFORNIA 90701

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"Service Builds Tomorrow's Progress"

**Parks & Recreation Manager
Parks & Recreation Department
Unrepresented, At-Will Position**

Final Filing Date: January 30, 2017

Annual Salary Range: \$61,779.84 - \$75,093.78

The City of Artesia has immediate openings! Our goal is to fill a 2-year limited term position with benefits.

Summary:

Under the general direction of the City Manager the person holding this position will manage all of the operations of the Parks and Recreation Department. The City's Parks and Recreation Department offers recreational programming for youth, teens, adults, and seniors which include contract classes, city run programs, adult and youth sports, special events, educational, and social activities for all ages. The City has three parks and two community centers available for residents. This person will oversee full-time and part-time staff, volunteers, and contractors to ensure the delivery of programs and services to our public. Creating community through people, parks and programs, the Department sets a very high standard of excellence. We are looking for a creative, professional, and team-oriented individual who is willing to go the extra mile.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Serves as a member of the organization's management team to represent a City Department. Participates in the development of departmental strategic goals and objectives necessary to manage programs and services. Works with managers in other departments to ensure the goals of the City are achieved.
- Directs the overall activities of the department including planning, organizing and scheduling work.
- Supervises Parks Maintenance and Recreation employees: directs, trains, assigns, and evaluates subordinate personnel in the performance of a variety of work; builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Manages public relations include marketing of City activities and events, handling sensitive and difficult public inquiries and complaints; and developing customer service practices and policies. Answers questions and provides information to the public, outside agencies and

City staff; investigates complaints and recommend corrective action as necessary to resolve complaints.

- Plans, organizes, coordinates, promotes, and facilitates City activities, services, and events as assigned; schedules and maintains communication with speakers, performers, vendors, and participants; coordinates and monitors event timelines; reviews and analyzes evaluations; assists in preparing a variety of publications, materials, and programs for activities, services, and events.
- Participates in the budget development and administration for assigned area of responsibility; analyzes proposed capital, operating, and maintenance of expenditures based on services to be rendered; prepares reports and conducts analysis related to impact of budgetary decisions; tracks and monitors budget expenditures; reviews expenditures, revenues, staffing and operations of departments against approved budget items.
- Creates and manages fundraisers to benefit department programs.
- Develops, recommends and implements policies and procedures and establishes performance standards for the efficient and safe operation of the Department.
- Plans, recommends, promotes, implements and evaluates a wide range of recreation programs and activities; monitors participation in programs; evaluates achievement of program goals; makes improvements based on needs of the community.
- Develops and monitors service agreements and contracts for compliance.
- Manages the senior transportation and meal programs.
- Prepares grant applications and management of awarded grant projects.
- Prepares and presents staff reports for Parks & Recreation Commission meetings and City Council Meetings upon the direction of the City Manager.
- Prepares a variety of complex analytical, statistical, and narrative reports and correspondence, including letters, memorandums, and other related written documents.
- Works with the Human Resources Department to ensure the safety, security and cleanliness of all parks and recreational facilities.
- Participates in professional group meetings; remains current on trends in assigned areas of the organization.
- Works with organized community groups and committees in the organization and promotion of programs and events; serve as a liaison to community organizations, committees, special interest groups, schools, and other agencies.
- Perform related duties as assigned.

Typical Qualifications:

Knowledge of:

- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Recreation and Community Services Administration, Management, and Facility Use - Knowledge of business and management principles involved in strategic planning, resource allocation, and coordination of people and resources; activities, facilities, arrangements, resources, and equipment common to modern recreation programs.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Contract Administration - Principles and practices of contract negotiation, preparation, and monitoring.

- Federal, State, County and local laws and regulations governing the conduct of recreation programs; related laws, ordinances, rules and regulations.
- Local government budgeting processes and fiscal controls.
- Community organization and methods for assessing and stimulating meaningful public interest and participation; role of citizen committees, organization of city government, and the effective methods of professional leadership within this framework.
- Principles of supervision and management of personnel.

Ability to:

- Be a strong leader with excellent communication skills.
- Plan, organize, and coordinate departmental activities.
- Prepare and present reports before groups and in public meetings.
- Administer grant-funded and contract service programs.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Establish and maintain effective relationships with management, staff, City Council, community groups and the public contacted in the course of the work.
- Deal constructively with conflict and develop effective resolutions.
- Focus on multiple tasks simultaneously.
- Respond appropriately to changes in the work setting.
- Work a variety of hours including early morning, nights, weekends and holidays.

REQUIRED COMPETENCIES AND QUALIFICATION STANDARDS:

MINIMUM REQUIREMENTS

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:
 Graduation from an accredited four-year college or university with major coursework in Recreation Administration, Public Administration, or a closely related field and four (4) years of progressively responsible experience in the administration of parks, recreational, community services programs, and/or special projects including two (2) years' experience in a supervisory capacity. Master's degree preferred. A certification or membership in a Parks and Recreation organization is also preferred.

OTHER QUALIFICATIONS

Due to the performance of field duties, an incumbent may be required to drive a City vehicle in the course of business and must possess a good driving record and valid California Class C Driver License. Valid certification in CPR and first aid safety (or be able to achieve within two months of hire).

PHYSICAL CLASS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Standing and walking between work areas and outside is 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 50 pounds when doing field work. Employees work in an office environment with moderate noise levels and controlled

temperatures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Work may also be performed in a typical outdoor environment on a year-round basis subject to street or field noise and year round weather conditions. Duties may include some recreation-related field noise. Position may require some overtime and weekend work. The employee may be occasionally exposed to warm, wet and/or humid conditions. The noise level is usually quiet while in the office, and may be moderately loud when in the field. The person must be able to get in and out of a vehicle numerous times during a work period. Occasional exposure to loud noises and large groups of people.

PRE-EMPLOYMENT

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting (A felony or misdemeanor conviction may disqualify the applicant from City employment).

PROBATIONARY PERIOD

All unrepresented City of Artesia employees are subject to a one (1) year probationary period provision as specified in the employee handbook. Probationary, temporary, provisional and seasonal employees serve at the pleasure of the City and are "At-Will." Represented and unrepresented employees are subject to the one (1) year probationary period provisions as specified in the applicable Memorandum of Understanding.

APPLICATION/SELECTION PROCEDURES

Visit the City website at www.cityofartesia.us. Submit by email to ashieh@cityofartesia.us or mail completed applications to: City of Artesia, ATTN: Accounting Manager Recruitment, 18747 Clarkdale Avenue, Artesia, CA 90701. Resumes will not be accepted in lieu of a completed application form. All applications will be reviewed in detail and only those applicants determined to be most qualified will be invited to participate in the selection process. The City reserves the right to post this job announcement on external recruitment sources upon the close of the final filing date.