

**City of Saratoga
Parks Division Manager
Exempt**

DEFINITION

Under general direction plans, organizes, manages, and coordinates the maintenance and operations of all activities and responsibilities within the Parks Division.

DISTINGUISHING CHARACTERISTICS

This is a division head classification reporting to the Public Works Director. The incumbent is responsible for the maintenance and operations of all City-owned parks, landscaped areas, medians, and manages related public works infrastructure, projects and personnel. This position provides general direction for administrative, financial, and operational activities of the Park Division.

Examples of Key Manager Duties: (Duties are illustrative and not inclusive and may vary with individual assignment.)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for assigned division; interprets and complies with all applicable federal and state regulations.
- Monitors and directs daily operations to ensure that policies and procedures are being followed, that goals and objectives are met, and that services are being provided efficiently and effectively; takes corrective action as necessary; personally handles the most difficult, sensitive or controversial projects for the division.
- Develops and monitors the division's budget; oversees financial well-being of the division by analyzing cost effectiveness and directing cost control activities; prepares, submits and justifies budget enhancement requests to the Director.
- Plans, organizes, administers, reviews and evaluates the work of subordinate staff.
- Provides for the selection, training, professional development and work evaluation of subordinate staff; makes recommendations on hiring, termination, promotion and discipline as required.
- Confers with and represents the division and the department in meetings with other City departments and divisions; serves as the City representative with a variety of public, business and community organizations; fosters collaborative relationships to the benefit of the division, department and the City.
- Prioritizes and allocates available division resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Develops systems and maintains records that provide for the proper evaluation, control and documentation of assigned activities; prepares and directs the preparation of a variety of written correspondence, reports, procedures, directives and other materials.
- Performs other duties of a similar nature or level.

ESSENTIAL DUTIES

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Plan, organize, and direct the operations performed by the Parks Division.
- Manage the maintenance of all City-owned parks, landscaped areas, medians, and related public works infrastructure projects.
- Implement programs and Capital projects, including scheduling of work and ordering of materials and equipment.
- Assign, schedule, monitor, and inspect work activities and services provided by the Park Division. May directly perform maintenance work if necessary or under emergency circumstances.
- Manage the maintenance of Park Division records.
- Inspect infrastructure to evaluate condition and determine the need for repair and/or replacement.
- Review, develop, and administer an operational safety program for assigned personnel.
- Prepare and review reports related to the Park Division's work activities, personnel, and material needs.
- Investigate and resolve complaints and reported problems.
- Develop, coordinate, and manage contracts for maintenance activity and services.
- Make effective recommendations regarding hiring, promotion, and discipline of staff.
- Design landscapes and irrigation systems.
- Review construction plans with the Community Development Department and Engineering Division.
- Preparation of proposed departmental budget and development of capital improvement projects.
- Partner with the Human Resources Division Volunteer Coordinator to coordinate community group volunteer activities such as creeks and parks clean up.
- Supervise, train, and evaluate staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Park maintenance principles, practices, and work methods.
- Safety requirements and procedures.
- Public Works contracting regulations and processes.
- Budget administration.
- Principles of supervision and management.

- Use and application of modern data and information systems and technologies, including spreadsheet, word processing and data base applications.
- Capital Project Management.

Ability to:

- Establish and maintain effective working relationships with elected officials, staff, outside officials, and the public.

- Communicate clearly and concisely, both orally and in writing.
- Detect and resolve maintenance or operational deficiencies.
- Prepare and analyze technical and general reports.
- Select, supervise, motivate, lead, and evaluate staff.
- Utilize modern information and communication technologies.
- Work extended or irregular hours.

EDUCATION, TRAINING AND EXPERIENCE

Equivalent to graduation from a four-year college or university with major coursework related to the area of assignment and four years of supervisory or managerial experience within or related to the area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Licenses:

Possession and maintenance of a valid California class C driver's license and a satisfactory driving record.

Accountability:

The employee is responsible for complying with all City safety requirements and practices.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without accommodations.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; Must possess strength, stamina and mobility to perform heavy physical work outside in all weather conditions and with exposure to potentially hazardous conditions, use varied hand and power tools, drive a motor vehicle and/or heavy construction equipment; lift and move materials and equipment weighing up to 90 pounds and heavier weights with the use of proper equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or radio. Must be available for work off-hours as required by emergencies. Incumbent must be willing to work outside in all weather conditions and with exposure to traffic and potentially hazardous conditions.

Environmental Requirements:

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.