

City of Saratoga, California

Class Title Recreation & Facilities Director

General Statement of Duties

Under direction from the City Manager, an employee in this position serves as a department director and performs professional and managerial duties including coordinating, planning, assigning, and directing the recreation and facility staff, programs, and facilities.

The Finance and Administrative Services position is "At-will". "At-will" refers to any City employee who: (1) does not hold regular status, (2) serves at the pleasure of the City Council and/or City Manager, and/or (3) can be terminated at any time without cause and without the opportunity for a dismissal hearing or to appeal.

Examples of Essential Work (Illustrative Only)

- Administers, manages, and monitors the Department's budget;
- Advises and provides assistance on recreation and facility matters to the City Council, City Manager, Youth Commission, and Parks and Recreation Commission;
- Assess and evaluates community needs and interests to provide competitive recreational programs;
- Attends City Council and Commission meetings;
- Conducts or directs the studies and preparation of reports regarding the City facilities and recreation programs;
- Coordinates public meetings regarding recreation and facilities projects and other relevant topics;
- Develops proposals for action on current and future City needs related to the Recreation and Facilities Department and recommends long-range plans for the department's services and programs;
- Establishes Recreation and Facilities Department goals, objectives, strategies, and priorities;
- In conjunction with the City Manager and Finance and Administrative Services Director, develops and administers the annual operating and capital improvement budgets for the department;
- Investigates, analyzes, researches, and makes recommendations for new or improvements to existing recreational programs and facilities;
- Maintains the City's risk management program, including responding to risk management concerns, advising the City on risk management issues, and understanding and interpreting the laws and policies associated with risk management;
- Meets with interested members of the public to provide information on Recreation and Facilities Department projects and programs;
- Oversees and directs the promotion and advertisement of recreation programs, facility rentals, and other services to maximize the department's revenues;
- Oversees recreation and facility related capital improvement projects;
- Oversees the operation, maintenance, and rental of the Joan Pisani Community Center, Civic Theater, Warner Hutton House, and Saratoga Prospect Center;
- Participates in professional and community organizations on behalf of the City to maintain good working relationships with outside organizations and key community constituencies;

- Plans and evaluates Recreation and Facilities Department staff performance, establishes performance requirements and personal development targets, regularly monitors performance, and provides coaching for performance improvement and development;
- Plans, organizes, administers, and evaluates the work of the department in accordance with applicable laws, codes, regulations, and adopted goals and objectives;
- Prepares and presents oral and written reports to a variety of public and private groups, including the City Council, Commissions, and community groups;
- Provides day-to-day leadership for the Recreation and Facilities Department to ensure a high-performance, service-oriented work environment consistent with sound management principles;
- Researches and pursues funding and grant opportunities that are in line with City and/or department goals and objectives;
- Works closely with the City Council, boards, commissions, a variety of public and private organizations, and citizen groups to implement programs and projects that serve public interest; and,
- Works with other department directors and the City Manager to promote continuous improvement of City services; and,
- Performs related duties and responsibilities as required.

Required Knowledge, Skills, and Abilities

- Ability to administer and monitor the department budget using fiscally sound principles and practices;
- Ability to effectively present complex ideas, facts, and recommendations orally and in writing;
- Ability to establish and maintain effective working relationships with Mayor, City Council, peers, subordinates, representatives of other agencies, business groups, community groups, and the general public;
- Ability to handle citizen complaints and respond to difficult customers;
- Ability to plan, organize, and manage the activities of the Recreation and Facilities Department under the guidance and direction of the City Manager;
- Ability to plan, organize, and supervise the work of subordinates;
- Ability to plan, interpret, and apply knowledge of personnel and administrative rules, procedures, and policies;
- Ability to plan, interpret, and apply knowledge of Constitutional, Tort, Administrative, and Employment law and regulations, including the laws and regulations associated with the Brown Act, Public Records Act, and Fair Political Practices Commission;
- Comprehensive knowledge of principles, theories, and common practices of city administration;
- Knowledge of applicable federal, state, and local laws governing the administration of recreation and facilities;
- Knowledge of laws and regulations, principles and practices regarding city management, budget, finance, public personnel administration, and recreation and facilities;
- Knowledge of municipal finance and budgeting principles;
- Knowledge of theory, principles, and practices of recreation services, facility maintenance, and marketing and outreach;
- Skills in budgetary preparation and control;
- Skills in common office software, including Microsoft Office; and

- Skills in managing large and complex capital projects in accordance with applicable federal, state, and local laws and regulations;
- Skills in managing operating and capital budgets; and
- Skills in marketing, public relations, and promotion:
- Skills in public speaking and presentation.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Graduation from a recognized college or university with a Bachelor's Degree; and
- Seven plus years of progressively responsible recreation experience, including at least five years of supervisory/management responsibility.

Required Special Qualifications

- Valid Class C California Driver's license

Work Environment and Physical Demands

Physical Demands

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environment

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.

Working Conditions

May be required to attend off-hour meetings.