

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Parks and Recreation Manager

DEFINITION

Under administrative direction from the Director of Operations plans, organizes, directs and coordinates District parks and recreational areas and facilities operations within the Parks and Recreation Division; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provide full line and functional management responsibilities for a division, as identified by the District, within a Department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Operations. Responsibilities include supervisory authority over technical and support positions.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

Develops and implements divisional goals and objectives, policies and procedures; establishes schedules and methods for use of parks and recreational areas and facilities.

Recommends to the Department Director the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of District parks and recreational areas and related facilities.

Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.

Prepares the Recreation Division budget; implements division budget; forecasts additional funds needed for staffing, supplies, equipment, and capital improvement projects.

Develops, negotiates, and administers contracts related to parks and recreational program services and facilities management.

Develops and implements timely and cost-effective implementation of mandated recreational conditions.

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Develops and implements cash handling and banking procedures to ensure compliance with accepted accounting procedures; develops and coordinates grant proposals; administers grants.

Researches and recommends appropriate fees for use of District parks and recreational areas and facilities.

Coordinates with law enforcement and other public safety agencies concerning public safety, resource protection, law enforcement and on-site emergency response to natural, environmental and man-made emergencies.

Develops and implementing plans to maintain vegetation, including the reduction of hazardous fuels and the harvest of trees within and adjacent to District parks and recreational areas in accordance with all applicable regulations, to ensure the health and safety to District personnel, the public, and District water sources.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of parks and recreation uses and associated fee structures. Principles and practices of forest health, wildland fire hazard risk mitigation and response. Principles and practices of leadership, motivation, team building and conflict resolution. Modern office procedures and computer equipment. Principles and practices of supervision, training and personnel management. Budgeting procedures and techniques. Principles and practices of safety management. Pertinent local, State and Federal laws, ordinances and rules.

Skill/Ability to:

Organize, implement and direct parks and recreational areas and facilities operations. Analyze, interpret and explain pertinent parks and recreation and department policies and procedures. Develop and administer program budget. Develop and implement policies and procedures related to assigned operations. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Successfully represent the District to external stakeholders, agencies, and the public in regards to recreational opportunities and wildfire risk reduction efforts. Ability to work recognized and observed holidays during peak recreational season, which typically spans May through October. Ability to maintain reliable attendance is a condition of employment, subject to applicable medical and disability leave laws. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach

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equipment surrounding desk; bend, squat, climb, kneel and twist when performing park maintenance duties; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 40 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in parks or recreation administration; including two years of supervisory responsibility.


Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in parks administration, recreation administration, business administration, resource management, or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

 _____ Director of Human Resources	<u>August 17, 2022</u> Date
Established: 08/18/2009 Revised: 04/02/2013, 08/17/2022 FLSA: Exempt Unit: Safety	