DEFINITION

The Director of Recreation and Community Services will manage, direct, supervise, and coordinate various recreation programs and special events for the City of Milpitas including the programming of parks and related facilities; plan, direct, and supervise the work of full- and part-time staff; manage the Department Budget; provide staff support to City Commissions and Committees; facilitate use of all City athletic resources to community sports organizations; coordinate assigned activities with other City Departments, outside organizations, and the general public; direct and supervise citywide marketing and graphic projects; provide highly responsible and complex administrative support to the City Manager.

SUPERVISON RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over supervisory, professional, office administrative, and part-time staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Organize, direct, and coordinate a comprehensive Recreation and Community Services program including, but not limited to: recreation, senior and youth group programs, community center, and City events.
- Establish the mission of the Recreation and Community Services Department to respond to needs of the community.
- Recommend development of park and recreation areas and facilities.
- Studies and makes recommendations to the City Manager and/or City Council regarding activities of the department.
- Participate in the negotiation, development, planning, design and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities.
- Continuously monitor and evaluate the efficiency and effectiveness of Recreation and Community Services Department methods, procedures and programs; assess and monitor workload; identify and implement opportunities for improvement; review with City Manager where appropriate.
- Facilitate use of all City athletic resources to community sports organizations; supervise operations of all City athletic facilities.
• Provide staff support to the City’s Parks, Recreation and Cultural Resources Commission.
• Provide staff support to the City Council’s Facilities, Streets and Parks Naming Subcommittee.
• Provide administrative assistance to the City Manager and the City Council.
• Make presentations at City Council, Commission meetings, and other public meetings as required; represent the City and Department on internal and external committees.
• Prepare a variety of complex analytical and statistical reports and presentations.
• Coordinate Departmental activities with other City departments.
• Respond to and resolve sensitive and difficult public inquiries and complaints.
• Develop, negotiate, and supervise joint use agreements with Milpitas Unified School District; monitor for compliance.
• Supervise, promote, implement, and evaluate various recreational programs for children and adults, including but not limited to, the annual 4th of July Fireworks Display, softball and basketball leagues, summer camp programs, afterschool programs, seniors, and specialized events and programs.
• Develop, prepare, and administer Department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling expenditures.
• Obtain and manage grant funding to enhance department programs and assist in departmental program funding.
• Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.
• Work closely with school district regarding joint-use and capital improvements of facilities.
• Maintain close contact with school officials and community groups regarding program offering and coordination of services.
• Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.
• Review and approve manuals, reports, flyers, press releases, etc., produced by subordinate staff.
• Respond to complex citizen inquiries and complaints.
• Prepare and maintain records evaluation reports on new and on-going program offering.
• Recruit, select, train, motivate, schedule, supervise, and evaluate full-time, part-time, and volunteer staff; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
• Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:
• Modern principles of park planning and design.
• Modern principles and methods for developing and implementing a wide.
- Trends in recreation and community services administration.
- Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- Principles of human resource management, supervision, training, and performance evaluation.
- Recreational, social, and cultural needs of the community.
- Principles of facility supervision, facilitation, and maintenance.
- City government and citizen advisory boards and commissions.
- Good computer skills.

**Ability to:**
- Plan, organize, direct, and review the activities of a large City department.
- Manage, direct and coordinate the work of professional, clerical, and part-time staff.
- Select, supervise, train and evaluate staff.
- Provide administrative support and professional leadership and direction of the Recreation and Community Services Department.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Interpret and apply Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- Analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain effective working relationships with staff, volunteers, City Council, Commissions and Committees, community organizations, individual citizens, governmental agencies, contractors, consultants, and vendors.
- Make effective presentations before City staff and the public.
- Communicate effectively, orally and in writing.
- Plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.
- Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementations of new program areas.
- Set priorities and meet deadlines.
- Maintain administrative systems for facility and program scheduling, calendaring, and order functions.
- Develop, analyze, interpret, and explain Department policies and procedures.
- Participate in long-range and strategic planning.
- Work effectively under pressure and deadlines with consistent interruptions.
- Communicate clearly, concisely, and effectively, both orally and in writing.

**EXPERIENCE AND EDUCATION**

Any combination of experience and education that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
- Five (5) years of increasingly responsible experience in the administration of community recreational programming and social and cultural programs and services, including at least three years of management/administrative experience.

Education:
- Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required. A Master’s degree is preferred.

LICENSE AND CERTIFICATES
- Possession of, or ability to obtain and maintain an appropriate, valid California Driver’s License with an acceptable driving record.
- CPR and First Aid certificates.

SPECIAL REQUIREMENTS:
Essential duties require the following physical abilities and work environment:

Ability to walk, sit, talk, and hear; occasionally use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally required to climb, balance, stoop, kneel, crouch, or crawl; occasionally lift and/or move up to 50 pounds; close vision, color vision, and the ability to adjust focus; ability to attend night (evening) meetings; ability to travel to various locations within and outside the City of Milpitas; occasionally works in outside weather conditions; occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals; noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

Approved by:

__________________________________________  ____________________
City Manager                                      Date

__________________________________________  ____________________
Human Resources Director                         Date