

CONEJO RECREATION & PARK DISTRICT

Job Title: Director of Recreation and Community Services

Division: Recreation and Community Services

Summary:

Under administrative direction, plans, organizes and directs the Recreation and Community Services Division; plans and directs the implementation of programs and services to meet community service and recreational needs and interests of Conejo Recreation & Park District (CRPD) patrons; serves as a member of the senior management team; and performs other related duties as assigned.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, integrates and evaluates the work of the CPRD Recreation and Community Services division; with managers, develops, implements and evaluates plans, goals and objectives focused on achieving the District mission, policies, systems and procedures to achieve goals, objectives and work standards.
- Monitors performance against the District's annual budget; reviews and approves the purchase of equipment, materials and supplies within District policy and approved limits.
- Plans and evaluates manager, supervisor and staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's Board Policies and Ordinance Manual.
- Works with other directors, managers and staff to develop and implement District and departmental strategic goals and objectives that support achievement of CRPD strategic plans; monitors developments related to areas of responsibility and evaluates their impact on District operations and programs; integrates services and functions within the division and with other divisions to achieve optimal efficiency, effectiveness and customer service.
- Through subordinate managers and supervisors, plans, integrates and directs the development, implementation, administration and evaluation of the District's recreational and community services program areas and services; identifies trends and adapts and introduces programs to meet local needs and interests.
- Performs community outreach and develops partnerships to expand programs and services and to build strong relationships with civic groups, educational institutions, private agencies and businesses.
- Interprets recreation policies for community groups or individuals and responds to their needs and interests; directs the investigation and response to requests, suggestions or complaints

concerning recreational services; interacts with the public to resolve disputes and concerns as needed.

- Negotiates, prepares and administers contracts and agreements; develops and oversees partnerships and recreation facility-use agreements; devises fee schedules and revenue-generating programs; prepares, writes and administers various grant applications to support department initiatives; performs cost-benefit and other types of analyses of revenue-generating programs.
- Prepares Board agenda reports/resolutions and makes presentations to the Board; represents the District in interactions and negotiations with employees, community and industry groups, customers and other agencies.
- Supports and enforces the District's safety program; ensures assigned employees follow safety procedures and safe work practices; educates employees on safety rules, regulations and codes, safe work habits and potential work hazards.

Other Duties and Responsibilities:

- May act for the General Manager in his/her absence.
- Manages and performs a variety of special projects including selection of consultants and the research, development and implementation of Districtwide initiatives or programs.
- Participates during disasters or when emergency response is needed.
- May be required to drive District or personal vehicle.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: graduation from a four-year college or university with a bachelor's degree in recreational administration, social services, public or business administration or a closely related field, and at least six years of increasingly responsible professional recreation or community services experience, at least three of which were at a management level; or an equivalent combination of education and experience. Spanish fluency is desirable.

Language Ability:

Ability to read, analyze and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Boards of Directors, government agencies, community groups and the public.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply financial and budgeting principles and to evaluate a variety of funding sources and strategies.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to understand, interpret, explain and apply state and federal laws, codes, regulations, Board policies and court decisions governing the District's recreational and community services programs and facilities usage. Ability to research and analyze a variety of administrative, organizational and management problems, collaborate with other directors, managers and staff, and provide expert advice and counsel to develop solutions to complex issues.

Certificates and Licenses:

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance.
- Department of Justice fingerprint clearance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Proof of a negative TB skin test.
- Certified Park & Recreation Professional (CPRP) or Registered Recreator (RR) is desirable.

Other Required Skills:

Use of word processing, spreadsheet and database programs including utilization of enterprise accounting and information systems and query tools to extract data from databases for interpreting and communicating data. Ability to plan and direct the programs, services and activities of a comprehensive recreation and community services program. Ability to exercise tact and diplomacy and maintain confidentiality of sensitive and complex District, financial and personnel issues and situations.

Supervisory Responsibilities:

This position manages and supervises division employees directly and through subordinate managers and supervisors.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and occasionally in outdoor weather conditions. The work environment is subject to low-to-moderate noise levels, frequent contact with internal and external customers, and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit or stand for extended periods and to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. The employee is occasionally required to lift up to 25 pounds. Duties require close vision and the ability to adjust focus.

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Revised 4/4/24

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.