

**CITY OF SAN JOSE
DIRECTOR OF PARKS, RECREATION,
& NEIGHBORHOOD SERVICES (U) (3996)**

CLASS PURPOSE

Under administrative direction, performs work of unusual difficulty in managing and directing the operations of the Department of Parks, Recreation & Neighborhood Services. The Director of Parks, Recreation, & Neighborhood Services has statutory responsibilities as the City's Health Officer. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Directs, develops and manages the City's code enforcement programs in the areas of housing, health, sanitation and cleanliness, zoning, weed abatement, blight abatement, and other related areas to achieve improvements in neighborhoods. Administers local enforcement of state, local and federal code enforcement efforts in assigned functional areas.

Oversees the City's recreation and human services program.

Directs the administration of a comprehensive and varied recreation program that includes community services, special recreation programs, and recreation camps for all City residents of all age groups.

Prepares, administers and monitors the City's federally funded Community Development Block Grant Program.

Participates in the direction and coordination of City efforts towards the revitalization of City neighborhoods through community services programs such as: Office of Neighborhood Outreach Project, Project Crackdown and SiSe Puede.

Evaluates and recommends City positions on existing and proposed legislation in assigned areas of responsibility.

Represents the City in local and intergovernmental meetings, hearings, commissions and committees in assigned areas of responsibility. Confers with and speaks to community groups to encourage participation in programs provided by the department and the City.

Maintains effective working relationships with other departments, county, state, federal, and private agencies and organizations.

Directs the preparation and execution of the departmental budget; represents the Department in budget hearing before the City Manager and City Council.

Directs, assigns, trains, supervises, and evaluates the Department of Parks, Recreation, & Neighborhood Services staff and their work; makes decisions and recommendations on employment retention, promotion, demotion and other related personnel action.

Typical End Results Include: Provision of services and facilities that offer educational, entertainment, human services, and enrichment opportunities to citizens of all ages; appropriate San Jose codes administered achieving the goals of the department; rental disputes resolved in accordance with applicable laws; effective utilization of CDBG funds; the protection and enhancement of human and environmental potential of the City; the establishment of department goals and objectives; maintenance of a competent, motivated work force and the effective representation of the Parks, Recreation & Neighborhood Services Department within the City and with outside agencies; and the timely and cost effective acquisition of needed real estate for City use.

DISTINGUISHING CHARACTERISTICS

This is a single position class in the unclassified service. The incumbent is under the direction of and reports to the City Manager. The position is distinguished by its full executive responsibility for the operations of the Department of Parks, Recreation, & Neighborhood Services.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of budget preparation and control.

Knowledge of urban planning principles; the administration of public health and safety regulation; state and federal housing and Community development Grant law, regulations and practices; and of urban political systems.

Knowledge of current and innovative methods in recreation and human services program funding requirements, availability of resources and citizen involvement.

Ability to critically analyze administration and operational problems and make appropriate recommendations.

Ability to relate effectively to City policies, City administration officials, employees, special interest groups and the general public.

Ability to work effectively with various citizen advisory commissions appointed by the City Council.

Competency Knowledges, Skills and Abilities

Knowledge of Public Administration as it relates to the development and implementation of a comprehensive neighborhood services program.

Knowledge of current and innovative methods in neighborhood services management as they relate to service levels, funding requirements, availability of resources and citizen involvement.

Ability to assimilate, evaluate and facilitate the necessary actions required to meet the concerns, needs and desires of staff, citizens, City administration, and City Council.

Ability to develop departmental goals, exert leadership and motivate personnel in multi-faceted neighborhood services delivery systems.

Ability to conceive, create and maintain viable neighborhood services system viable to meet ever-changing urban environmental and citizen needs.

Training and Experience

Any combination of training and experience equivalent to successful completion of advanced undergraduate course work from an accredited college or university with a major in public administration, business administration, urban planning, public or environmental health or a related field plus ten (10) years of increasingly responsible senior management experience including five (5) years experience managing major multi-facet programs at the level equivalent to the level of a major division chief or higher in the City of San Jose.

Licenses/Certificates

Possession of a valid California driver's license.

Formerly Director of Neighborhood Services (U)

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DIRECTOR OF NEIGHBORHOOD SERVICES (U) (3996)

CLASS PURPOSE

Under administrative direction, performs work of unusual difficulty in managing the operations of the Department of Neighborhood Services. The Director of Neighborhood Services has statutory responsibilities as the City's Health Officer. Performs related duties as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties and the examples cover all the duties which may be performed.)

Directs, develops and manages the City's code enforcement programs in housing, health, sanitation and cleanliness, zoning, weed abatement, blight and other related areas to achieve improvements in neighborhoods. Administers and oversees state, local and federal code enforcement efforts in assigned functional areas. Oversees the City's recreation and human services program.

Directs the administration of a comprehensive and varied recreation program which includes community services, special recreation programs, and recreation centers for residents of all age groups.

Prepares, administers and monitors the City's federally funded Community Development Grant Program.

Participates in the direction and coordination of City efforts toward the revitalization of City neighborhoods through community services programs such as Neighborhood Outreach Project, Project Crackdown and SiSe Puede.

Evaluates and recommends City positions on existing and proposed legislation in areas of responsibility.

Represents the City in local and intergovernmental meetings, hearings and committees in assigned areas of responsibility. Confers with and speaks to the public to encourage participation in programs provided by the department and the City. Maintains effective working relationships with other departments, county, state and private agencies and organizations.

Directs the preparation and execution of the departmental budget; represents the department in budget hearing before the City Manager and City Council.

Directs, assigns, trains, supervises, and evaluates the Department of Neighborhood Services staff and their work; makes decisions and recommendations on employment retention, promotion and other related personnel action.

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Typical End Results Include:

Provision of services and facilities that offer educational, entertainment, health services, and enrichment opportunities to citizens of all ages; appropriate programs administered achieving the goals of the department; rental disputes resolved in accordance with applicable laws; effective utilization of CDBG funds; the protection and enhancement of human and environmental potential of

the City; the establishment of department goals and objectives; maintenance of a motivated work force and the effective representation of the Neighborhood Services Department within the City and with outside agencies; and the timely and cost effective acquisition of equipment for City use.

DISTINGUISHING CHARACTERISTICS

This is a single position class in the unclassified service. The incumbent directs and reports to the City Manager. The position is distinguished by executive responsibility for the operations of the Department of Neighborhood Services.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of budget preparation and control.

Knowledge of urban planning principles; the administration of public regulation; state and federal housing and Community development Grant law, practices; and of urban political systems.

Knowledge of current and innovative methods in recreation and human services funding requirements, availability of resources and citizen involvement. Ability to analyze administration and operational problems and make appropriate recommendations.

Ability to relate effectively to City policies, City administration of employees, special interest groups and the general public.

Ability to work effectively with various citizen advisory commissions appointed by the City Council.

Competency Knowledges, Skills and Abilities

Knowledge of Public Administration as it relates to the development and implementation of a comprehensive neighborhood services program.

Knowledge of current and innovative methods in neighborhood services that relate to service levels, funding requirements, availability of resources and citizen involvement. Ability to assimilate, evaluate and facilitate the necessary actions to meet the concerns,

needs and desires of staff, citizens, City administration, and City Council.

Ability to develop departmental goals, exert leadership and motivate personnel in neighborhood services delivery systems.

Ability to conceive, create and maintain viable neighborhood services systems in ever-changing urban environmental and citizen needs.

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Training and Experience

Any combination of training and experience equivalent to successful completion of undergraduate course work from an accredited college or university with a major in administration, business administration, urban planning, public or environmental planning related field plus ten (10) years of increasingly responsible senior management experience including five (5) years experience managing major multi-facet programs at the level of a major division chief or higher in the City of San Jose.

Licenses/Certificates

Possession of a valid California driver's license.

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