

City of San José
CLASS SPECIFICATION

Title: Parks Manager (3443)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks, Recreation, and Neighborhood Services	Varies	Exempt

CLASS SUMMARY

Under general direction, is responsible for work of considerable difficulty directing the maintenance and operation of a major Parks section to provide a consistently high level of parks service to the community. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class report to a Division Manager of Parks and are responsible for directing one or more major sections within the Parks Division providing effectively developed, managed, and operated services for City parks and facilities. The Parks Manager is distinguished from the Division Manager, which oversees an assigned set of core services and Division functions throughout the City's parks system including the establishment of Division policies, objectives, and priorities related to parks maintenance, operations, and business services. The Parks Manager is responsible for one or more operational programs with distinct objectives and measurable results for the community or customer base that the programs serve.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Completion of 60 semester units/90 quarter units from an accredited college or university in parks and/or recreation management or a related field AND six (6) years of experience in park management or professional public administration in planning and organizing community cultural or recreational facilities and programs, including three (3) years of supervisory or lead experience over an assigned maintenance or service district, facility or citywide or regional-serving program with multiple service delivery locations.

Acceptable Substitution

A Bachelor's Degree from an accredited college or university in parks and/or recreation management or a related field may be substituted for up to two (2) years of the required experience.

Additional related experience may be substituted for the education requirement on a year-for-year basis.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid California Driver's License.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

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- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
 - Safety practices and procedures related to maintenance operations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Leadership - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- Management - Evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.
- Political Skill – In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Plans and directs operations and services for a major parks section such as City-wide large facilities, Neighborhood/District Parks and Stadiums, and Central Services.	Daily
2.	Plans and directs maintenance/conservation operations for regional parks and the City of San Jose trail network; directs and develops park security and visitor service programs.	Daily
3.	Plans and directs maintenance operations for all neighborhood/district parks, special facilities, civic grounds, PAL Sports complex and ballfields.	Daily

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4.	Plans and directs Central Service operations for the Parks Division including turf maintenance refuse/trash pick-up; irrigation systems repair; mobile/fixed playground equipment repairs; warehouse operations; golf course maintenance and special project crew operations.	Monthly
5.	Administers the Maintenance Management System and is responsible for Parks Division safety and training programs.	Intermittent
6.	Negotiates, prepares or directs the preparation of concession, landscape, maintenance and related contracts and administers central provisions.	Daily
7.	Prepares, submits and monitors budget for operations under their control; supervises and participates in varied business duties necessary for proper operation of park facilities.	Daily
8.	Assigns, trains, supervises and evaluates a relatively large maintenance operation and other staff and their work; makes decisions and recommendations on personnel actions such as may relate to employment, promotion, demotion, retention and other matters.	Weekly
9.	Studies policy and procedure for operations under incumbent's control and makes recommendations for change; enforces policy and procedure for operations and functions within sphere of authority.	Daily
10.	Studies organization, operations, and services under incumbent's control and makes recommendations for quality of organization, operations, and services.	Daily
11.	Supports the planning and development of new and existing facilities by developing operational- security plans and staffing requirement; serves as liaison with citizen groups; reviews plans and monitors construction processes.	As Required
12.	Directs the preparation of reports and the maintenance of records.	Weekly
13.	Performs important liaison and public contact work with public and private agencies, concessionaires, schools, groups, media, and individuals.	Daily
14.	Assures responsibility for safety of vehicle and pedestrian traffic in work areas, safe operation of equipment utilized, and cleanup of work area.	Intermittent
15.	Performs other related work as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

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PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Strength and mobility to perform medium to heavy physical work;
- Sit, stand, run, and walk on various surfaces, including but not limited to uneven terrain, jumping over physical barriers, and climbing/descending ladders;
- Make repetitive hand movements, including but not limited to operating varied hand and power tools;
- Operate a motor vehicle and visit various City sites;
- Lift, carry, push, and pull materials and objects (such as equipment) up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Quickly respond to changing emergency conditions that may have hazardous situations or be placed in dangerous situations;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, moving mechanical parts, inclement weather conditions, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants.

CLASSIFICATION HISTORY *Created 05/80, Rev. 01/18, Rev. 11/21; s002*