



## **TAHOE CITY PUBLIC UTILITY DISTRICT Job Description**

**Job Title:** Director of Parks and Recreation  
**Department:** Parks and Recreation  
**Supervised By:** General Manager  
**FLSA Status:** Exempt  
**Revised as of:** December 2023

### **JOB SUMMARY**

To plan, organize, direct and review the activities and operations of the Parks and Recreation Department, including all park facility development projects, parks operations and maintenance functions, recreation services development and department activities; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager and to the Parks and Recreation Committee as appointed by the District Board of Directors.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the General Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support personnel.

### **ESSENTIAL FUNCTIONS**

The duties listed 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 the position.

- Develop, plan, and implement department goals and objectives; recommend and administer policies and procedures.
- Provide staff assistance to the Parks and Recreation Committee and to the General Manager; prepare and present staff reports and other necessary correspondence; attend monthly Parks and Recreation Committee meetings; report to the General Manager and Board of Directors regarding Committee recommendations; attend District Board meetings.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Analyze existing park and recreation services; project future needs and implement a progressive plan for future park improvements and recreation program development.
- Research, prepare and present technical and administrative reports and studies; prepare written correspondence as necessary.

- Supervise and participate in the development and administration of the Parks and Recreation budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Manage park facility development projects and manage contract services for park concessions and recreation programs.
- Coordinate Department activities with those of other departments and outside agencies and organizations; organize, attend and/or conduct meetings as District representative at local, county, State and Federal levels.
- Coordinate and manage operating agreements with Placer County, Tahoe Truckee Unified School District, State Parks and United States Forest Service.
- Prepare and/or review plans and specifications and request for proposal for park and recreation projects and vehicle or equipment purchases.
- Interpret and enforce District ordinances for Parks facilities.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain positive working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Undertake special projects and assignments as assigned by the General Manager.
- Organize, attend and/or conduct meetings as District representative at local, county, State and Federal levels.
- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE**

**A successful candidate for this position must have possession of the following knowledge:**

- Contract administration.
- Principles and practices of recreation programming and park maintenance planning including; community needs assessment, establishing user fees and charges, contract services administration, project development and program marketing.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

## **SKILLS:**

**A successful candidate for this position must have the ability to do the following:**

- Plan, direct and control the administration and operations of the Parks and Recreation Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy.
- Develop and implement department policies and procedures.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply District and department policies, procedures, rules and regulations.
- Supervise, train and evaluate assigned personnel.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.
- Operate and use modern office equipment including computers and applicable software.
- Provide leadership.
- Assess and evaluate overall efficiency and effectiveness of departmental operations.
- Assign and delegate responsibility and achieve results through others.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in park and recreation administration, public administration or a closely related field.

#### Experience:

- 6 years of increasingly responsible professional experience in recreation program or park operations management, including three years of administrative and management responsibility.

### **2. Certification & Licensing Requirements:**

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

## **WORKING CONDITIONS**

Work is primarily performed in a typical temperature-controlled office environment subject to typical office noise and conditions. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work and the ability to travel. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:**

**Date:**

**Classified by:**

**Date:**

**Approved by:**

**Date:**