

RESOLUTION NO. 50-2022

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA
AUTHORIZING THE REVISIONS TO THE PARKS, BEACHES, AND
RECREATION DIRECTOR JOB CLASSIFICATION**

WHEREAS, Article 4, Section 2-4.401 of the Pacifica Municipal Code establishes a civil service personnel system and procedures for the administration of personnel matters; and

WHEREAS, said Chapter requires that the City Manager, as Personnel Officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

WHEREAS, said Chapter requires that personnel rules and policies be adopted by resolution of the City Council; and

WHEREAS, the Parks, Beaches, and Recreation position will become vacant in December 2022 due to retirement, and updating the job description of the position **Parks, Beaches, and Recreation Director** will reflect the current service level provided by PB&R department;

NOW, THEREFORE, be it resolved by the City Council of the City of Pacifica, California, that the Parks, Beaches, and Recreation Director job classification is hereby revised and amended with no change to the salary schedule to the Unrepresented Management and Confidential Employees MOU;


PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on August 22, 2022, by the following vote:

AYES, Councilmembers: Beckmeyer, Bier, Bigstycck, O'Neill, Vaterlaus.

NOES, Councilmembers: n/a.

ABSENT, Councilmembers: n/a.

ABSTAIN, Councilmembers: n/a.


[Mary Bier \(Aug 24, 2022 11:12 PDT\)](#)

Mary Bier, Mayor

ATTEST:



Sarah Coffey, City Clerk

APPROVED AS TO FORM:



Michelle Kenyon, City Attorney



DIRECTOR OF PARKS, BEACHES, AND RECREATION

DEFINITION

This Executive Leadership position reports to the City Manager, with responsibility for the Department of Parks, Beaches, and Recreation. Under general direction, the Director performs responsible professional and technical work in administering, promoting, organizing, planning and directing the development and operations of the City's Park, Beaches and Recreation Department programs.

The Director of Parks and Recreation plans, directs, and coordinates the work of the Parks and Recreation Department; implements policies and establishes procedures related to department functions; develops and administers the department budget; drives staff development and culture; and establishes and maintains liaison to the public.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. Responsibilities include direct and indirect supervision of professional, technical, and clerical positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

- Serving as part of the City's Executive Team working with the City Manager this candidate should be a creative, entrepreneurial, career-minded, team-player with a commitment to inclusiveness and excellence.
- This is an experienced recreation and community services class, which requires exercising independent judgment and initiative in prioritizing, scheduling, assigning, and coordinating work.
- This position also requires knowledge of the provision of recreation and related services to a variety of age groups, the ability to organize and oversee the work of staff and/or volunteers, a strong customer-service orientation, and the skill to relate to a variety of individuals, families, and groups from various socio-economic backgrounds.

DESIRABLE CHARACTERISTICS

- Inspirational leader who develops and guides staff in making decisions, promotes a collaborative team environment culture committed to continuous learning and improvement.
- Represents the Department before the Parks and Recreation Commission, City Council, and outside organizations.
- Passion for public services and customer services.
- Value public engagement and promotes diversity in a multi-cultural community that represents a tremendous variety of recreational interests.
- Able to cultivate relationships with external partners at the local, regional, and state level.
- Comfort in juggling many competing demands and priorities while maintaining a consistent vision and work plan.

- Acuity in reading the political environment and adjusting appropriately to maintain constructive and productive relations.
- Demonstrated track record for all aspects of organizational development and management.
- Understanding of the regional parks, recreation, open space and trails business.
- Partner with other agencies and volunteer groups to maximize effectiveness of departmental programs.
- May be assigned disaster service worker responsibilities.
- Performs other related duties as required.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Duties may include, but are not limited to the following:

- Maintains close liaison and working relationship with state, county and local public agencies and private organizations in relationship to parks, and community human and leisure service matters.
- Direct and participate in the development and implementation of goals, objectives, policies, procedures and priorities for the City and the Parks, Beaches, and Recreation Department.
- Develops and works with staff to implement comprehensive recreation program opportunities.
- Keeps current with changes in the practices and knowledge needed to provide efficient and effective park and recreation services.
- Maintains a competent and motivated work force by training, developing, disciplining, and evaluating the performance of subordinates.
- Plan, promote, organize, and supervise a comprehensive and diversified community recreation, cultural, social, and human services program and administer these programs in the best interest of the entire community.
- Direct the coordination of parks and recreation programs and plans for facilities with other City departments, divisions, community groups, schools and other organizations as required.
- Analyzes the effectiveness of programs and delivery systems and recommends operational changes.
- Evaluates work progress, resolves work problems, and determines additional needs on an on-going basis.
- Plans and directs the selection, training, supervision, and evaluation of department staff.
- Prepares and administers the annual department budget as directed by the City Manager.
- Develops and assists in the administration of PB&R capital improvement projects.
- Identifies and applies for grants and directs staff as appropriate in the administration and preparation of grant reporting.
- Prepares requests for proposals for services.
- Directs the coordination of assigned functions and programs with other City departments as well as outside agencies.
- Directs the creation and implementation of marketing plans for various recreation programs and events.

- Collects, completes, analyzes, and maintains a variety of records, reports, contracts, agreements, and policy manuals pertaining to various division functions and programs.
- Implements principles and practices of program administration including budgeting, purchasing and personnel management.
- Oversees, coordinates, and implements safe work procedures for assigned work units or divisions.
- Prepares and presents staff reports for the City Council and varying Commissions.
- Provides high-level staff support to various City Council subcommittees and appointed citizen committees.
- Works closely with representatives of other public and private organizations, including educational, community, and county groups.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and service delivery needs into public administration, parks, recreation, and community services administration.
- Federal, State, local ordinances and codes applicable to parks and recreation.
- Contract negotiations and budget administration.
- Practices and techniques of budget preparation, monitoring and control.
- Principles and practices of organization, administration, personnel management, employee relations, supervision, training and organizational development.
- Recreation, cultural, athletic, social and human services needs of all age groups.
- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review, and training.
- Applicable regulations and rules related to the program areas and facilities.

Skill in:

- Effectively organize, coordinate, direct and evaluate the staff and functions of a governmental parks and recreation department.
- Identify budget administration problems and devise procedural changes to resolve same.
- Interpret, apply and enforce applicable Federal, State and local ordinances and codes.
- Train, organize, supervise, and motivate departmental staff.
- Prepare clear and comprehensive correspondence and reports.
- Exercising sound independent judgment within general procedural guidelines.
- Maintaining accurate program records and files.
- Establishing and maintaining effective relationships with those contacted during work.
- Effectively represent the Department before the City Council, Parks, Beaches, and Recreation Commission, the public and other organizations.
- Reviewing organizational and administrative problems and exercise good judgment in making timely and informed decisions.
- Communicating clearly, effectively, and diplomatically, orally and in writing.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills

and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major course work in recreation administration, business or public administration, or a field related to recreation or hospitality.
- Five (5) years of professional management experience in parks, recreation, cultural services or a closely related field, which included a high-level budget and finance experience, with at least two (2) years of supervisory or administrative experience in recreation management.
- Possession of an advanced degree in recreation or public administration is desirable.
- Ability to work a flexible schedule including evenings and weekends as needed.

LICENSES AND CERTIFICATIONS

- License Requirement: Possession of a valid California Class C Driver's License and a satisfactory driving record.
- Possession of, or ability to obtain, first aid and CPR certificates prior to completion of probation.

TOOLS AND EQUIPMENT USED

Knowledge of Microsoft Office 365-Word, Excel, Public, Outlook, and other software programs) calculator, copy and fax machines, telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties which may include sitting for long periods of time and operating assigned office equipment and maintain stamina to attend and participate in evening meetings as assigned.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work

environment is usually quiet but can be moderately noisy. The noise level when in the field can be quite noisy.

SELECTION GUIDELINES AND GENERAL INFORMATION

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised Date: August 22, 2022

Bargaining Unit: Unrepresented Management

Title: Director of Parks, Beaches and Recreation

Compensation: \$14,741 - \$16,859










For Signature: ResolutionNo50-2022_UpdateJobDescriptionParksBeachesRecreationDirector

Final Audit Report

2022-08-24

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