County of San Diego **Class No. 002215**
Revised: November 21, 2002
Reviewed: Spring 2003

ASSISTANT DIRECTOR, PARKS AND RECREATION
(Executive Management)

DEFINITION:

Under administrative direction, to assist the Director in program and budgetary planning and operation of park services and park maintenance, recreation centers and programs, open space acquisition and management, and regional and local park planning; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one position executive management class responsible for serving as principal assistant to the Director of Parks and Recreation and managing the overall planning and operations of the Parks and Recreation Department.

GENERAL DUTIES AND RESPONSIBILITIES:

Plans, directs, coordinates, and evaluates open space acquisition and management, recreation, maintenance, and park development services and programs, including regional parks, local parks, recreational centers, and all recreation districts and county service areas; reviews preliminary budgets; develops and manages revenue resources; represents County management at meetings and conferences with community/advisory groups, media, and agency representatives; coordinates park development plans with park maintenance requirements; manages all contracts and leases; prepares reports for Board of Supervisors; performs special studies and projects as assigned by the Director of Parks and Recreation; acts in the absence of the Director; and supervises subordinate staff.

QUALIFICATION REQUIREMENTS:

Thorough Knowledge of:

- Park or recreation services program planning and service delivery techniques.
- Park acquisition and development.
- Park revenue sources and requirements.
- Contract negotiation and administration principles and techniques.
- Program planning and evaluation techniques.
- Supervision and training principles and techniques.
- Public administration principles and theory, including general administration, human resource management, fiscal management, and accounting.
- The General Management System in principle and practice.

General Knowledge of:

- Legislative mandates and guidelines regulating the functions of the Department of Parks and Recreation.
- Current public lands management issues.

Skills and Abilities to:

- Assist in planning, organizing, directing, and evaluating the overall activities of staff involved in developing, acquiring, operating, and maintaining the County's parks, open space, and recreational facilities.
- Prepare and review documents related to land acquisition, land development, capital projects, and environmental studies.
- Negotiate and administer contracts related to parks and recreation services.
- Coordinate departmental services with County departments and public/private agencies.
- Ensure that departmental activities conform with Federal, State, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

EDUCATION/EXPERIENCE:

Education, training and/or experience which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: A Bachelor's or master's degree in Planning, Landscape Architecture, Public or Business Administration, Park Management, Environmental Science or a closely related field; AND, progressively responsible experience in parks management and program and budgetary planning.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.