



## ATTACHMENT 5

### City of Manteca DIRECTOR OF PARKS, RECREATION & TRANSIT

<b>Class Spec Code</b>	###	<b>Established Date</b>	February 3, 2026
<b>Occupational Group</b>	At-Will	<b>Revision Date</b>	
		<b>FLSA</b>	Exempt

#### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Parks, Recreation and Transit Departments/Divisions, including the development, operations, and maintenance of the City's recreation, parks and transit center; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager and/or the Assistant City Manager and related Commissions in areas of expertise; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Assistant City Manager. Exercises supervision over management, supervisory, professional, technical, maintenance, and administrative support staff through subordinate levels of supervision.

#### **CLASS CHARACTERISTICS**

This is a Department Director classification that oversees, directs, and participates in all activities of the Parks, Recreation and Transit Departments/Divisions, including short- and long-term planning and development and administration. This class provides assistance to the City Manager and/or the Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and clients, local residents, community groups, and private businesses and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

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

- Assumes full management responsibility for all Parks, Recreation and Community Service programs, facilities and services, parks planning and capital improvement programs.
- Oversight of the City's transit services and related programs; advocate for the City's transit programs with regular contact and interactions with City leadership, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the departments; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Plans, organizes, manages, controls, and evaluates through subordinate management staff all of the construction, maintenance, and repair activities assigned to the department including landscaped areas, parkways, open spaces, pools, pavilions, athletic fields, park amenities, and department facilities to assure the safety and security of City patrons and the community.
- Oversees and directs the administration of major capital improvement projects related to department facilities; develops and implements project plans consistent with the goals, objectives, and initiatives of the City Council related to City programs, services, and facilities.
- Plans, organizes, manages, controls, and evaluates through subordinate management staff, the City's assigned programs including but not limited to youth

programs, adult and youth sports, aquatics, community programs, special events and transit services.

- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Directs the development of grants, corporate sponsorships, donations, and other fundraising programs to support services and programs of the Department.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Supervises and conducts surveys of community program requirements including construction of additional parks; identifies areas of community needs and develops service delivery systems; evaluates the need for parks, recreational activities, transit services, and enlists community participation in programs and fund raising campaigns; develops and directs public relations programs.
- Participates in and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Oversight of education, outreach and social media of assigned areas.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.

- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs, principles, and practices of municipal government administration.
- Federal, State, and local laws, codes, regulations, and ordinances relevant to the assigned areas of responsibility.
- Public agency budgetary, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of parks, recreation, and cultural art program development and management in a municipal setting.
- Principles, procedures, and practices for planning, implementing, and maintaining a variety of recreation and leisure activities, parks services, transit services and other assigned programs through community participation.
- Principles and practices of managing large capital improvement projects and completing projects on time and within budget.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for all functions and divisions of the Parks, Recreation and Transit Departments/Divisions.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer the wide variety of department programs and administrative activities.

- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**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:*

**Education:**

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in recreation administration, public or business administration, or a related field.

**Experience:**

- Seven (7) years of increasingly responsible supervisor or management experience in recreation, parks, comparable public works division, community service, or a related field.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- May be required to complete National Incident Management System (NIMS) Training.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; to operate a motor vehicle and visit City sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).