

CITY OF GLENDALE

TITLE:	Park Manager	CLASS CODE:	811
REPORTS TO:	Parks and Recreation Deputy Director	GRADE:	28
DEPARTMENT:	Parks & Recreation	FLSA:	E
JOB DESCRIPTION DATE: December 4, 2007 cm			

JOB SUMMARY

Plans, organizes, supervises and evaluates the activities and staff responsible for the maintenance of parks, irrigation systems, aquatics and park ranger programs within the Parks & Recreation Department. Manages day-to-day operations, financial objectives and marketing of multiple parks and open space. This includes natural resource management, training, development, maintenance, and personnel to provide a safe, quality recreation environment for public use in harmony with the natural resources.

ESSENTIAL FUNCTIONS

1. Manages day-to-day operations, financial objectives and marketing of parks and open space.
2. Plans, organizes, controls, supervises and evaluates staff in the maintenance and minor repair of swimming pools, lighting systems, recreational courts, sprinkler systems, telemetry systems, irrigation, landscaped areas, enforcement and parks.
3. Participates in establishing goals and objectives for the division and department as part of the overall department business plan.
4. Participates in all phases of the assigned department operating and capital budgets, including the preparation of cost estimates, ordering and inventorying equipment and supplies, and monitoring the assigned areas of the operating budget.
5. Manages contracts for assigned parks, aquatics and ranger operations. This includes contract negotiation; implements, administers and manages, as necessary.
6. Performs on-site inspections and evaluations to ensure compliance with program and safety policies and procedures.
7. Investigates and resolves complex or sensitive citizen complaints or problems.
8. Performs research, analyzes findings, prepares recommendations for changes in maintenance standards; monitors and evaluates program outcomes.
9. Recruits, selects and develops training goals for regular and temporary staff as well as contracted service providers who are responsible for a variety of park sites and facilities and vendor services.
10. Participates with parks and recreation staff in the design, review, and construction of capital development and improvement projects.
11. Responsible for the safety of all park visitors through the coordination of effective patrol practices, appropriate enforcement of city codes and ordinances and compliance with associated regulations.
12. Coordinates activities with other departments and outside agencies and organizations.
13. Develops yearly program calendar for area of responsibility.
14. Acts as liaison and prepares reports to community groups, commissions and agencies as required.
15. Prepares and presents oral and written administrative, technical and statistical reports as required.
16. Interprets, explains, and enforces federal, state, city and county laws, rules and regulations including safety rules.
17. Participates in the preparation of grant applications, administers and monitors grant funding.
18. Handles employee disciplinary situations and all documentation in a prompt and accurate manner.
19. Establishes and monitors preventative maintenance programs such as the work management system.
20. Reads blueprints, reviews and approves plans in area of responsibility.
21. Ensures that reserved facilities are available for users in a safe, clean condition; checks for permits

PARK MANAGER

Page 1 of 2

SECONDARY FUNCTIONS

22. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles, methods and practices of planning and providing community based parks and recreation maintenance programs and services
City ordinances and state statutes for park use
Patrol and security procedures and practices
Principles and practices of budget development, contract management and administration and program management
Procedures, materials, tools, equipment, and safety hazards and precautions common to the assigned area of responsibility
Supervisory policies, procedures, and techniques

Ability to:

Plan, organize, and supervise the work activities of subordinates
Interpret and apply city laws, regulations, policies and procedures related to indoor and outdoor park facilities, events, and programs
Required to work varied shift patterns to ensure park coverage throughout the year, including weekends, holidays and evenings, as necessary
Estimate equipment, personnel, and materials needed
Establish and maintain effective working relationships with City staff and the public
Accurately maintain records and prepare oral and written reports
Proficiently use Microsoft Office products, including: Word, Excel and PowerPoint
Effectively communicate verbally and in writing
Conduct research and make recommendations for the maintenance management of park facilities and equipment

WORKING CONDITIONS

The noise level in the work environment is quiet to moderate. Will work inside approximately 60% of the time and outside approximately 40%. Environmental changes throughout the workday expose the incumbent to frequent changes in temperature. Requires exposure to the weather, heavy traffic, and unpleasant odors from pesticides and fertilizers. Hazards may be controlled by the exercise of appropriate safety precautions.

MINIMUM QUALIFICATIONS

Bachelor's degree in Parks and Recreation or related field and four years of progressively responsible supervisory or managerial experience in parks and recreation with emphasis on park operations.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Driver's License