

## **CITY OF BURBANK**

### **DEPUTY DIRECTOR OF PARKS & RECREATION - RECREATION SERVICES**

#### **DEFINITION**

Subject to administrative determination of policy, to plan, organize, lead, and control the work of the Recreation Division of the Parks & Recreation Department in providing the overall leisure and cultural services programs of the City; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Responsible for planning and implementing a broad, comprehensive program covering recreational, physical, cultural, social, and educational activities and services for all citizens; evaluates the relationship between needs and resources, and adjusts programs and personnel accordingly; supervises, trains, evaluates, and develops employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including terminations; prepares and administers the Recreation Division and grant budgets; meets with community groups to explain programs and create interest in the City's leisure and cultural services programs; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - public recreation and administration philosophies, concepts, methods, and techniques; the principles and practices of sound personnel management and supervision; the field of management and grantsmanship.
- Ability to - apply such knowledge to the planning of a sizeable overall recreation program; coordinate the planning and administration of the recreation program with the Park Division and other City departments, and with other public agencies, groups, or organizations; analyze and implement the needs and demands of the community for recreational, cultural and social facilities and programs; supervise and develop employees; prepare and present effective written and oral communications; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a major in recreation or closely related field. Four years of recent, full-time management and/or supervisory experience, of which at least three years must have included the responsibility of planning, developing, and administering a major phase of a recreational or cultural services program. NOTE: A Master's degree in recreational or public administration may be substituted for one year of the required experience.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.