

CITY OF GLENDORA
PARKS/COMMUNITY SERVICES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Community Services Director, performs responsible administrative and professional work, including the planning, organization, and management of community parks, trails, and grounds operations; implements policies and establishes procedures related to division functions; develops and administers the division budget; serves as a member of the department's management team; performs related duties as required.

CLASS CHARACTERISTICS

This class reports to the Community Services Director and directs the maintenance of all City landscape areas, parks, and street trees through subordinate parks and landscape maintenance supervisors.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Participates in park planning activities; conducts studies and/or develops comprehensive plans to satisfy future needs for department services. (a b d f g h j k l q t u w x y)
2. Assists in the planning, organization and implementation of parks and facilities goals and objectives; assists in the formulation of division policies and procedures. (a b c d f g h j k l n p t v y)
3. Prepares studies and/or plans for the development of parks and related facilities and the acquisition of land for future parks and facilities; inspects park sites and work in progress. (a b d f g h j k l p y)
4. Plans, prioritizes, and implements parks maintenance, repair and development activities; coordinates renovation, construction and development projects. (a b d f g h j k l p y)

5. Advises and meets with members of the community, commissions, other agencies, and organizations; participates in discussions regarding park development, street trees, and other related activities and/or issues. (a b d f g h j k l m q t u w x y)
6. Participates in the selection of employees; supervises and schedules assigned parks and grounds crew personnel and supervisory staff; plans and implements employee training; evaluates employee performance; initiates disciplinary action. (a b c d e g j q r t u y)
7. Assists in developing and administering the division budget. (a d g h j k l m n o p q t x y)
8. Manages assigned parks and facilities and ensures the safety and cleanliness of parks equipment; inspects park grounds and facilities, and submits recommendations on the upkeep, upgrade, construction and/or renovation of parks. (a b d f g h j k l q t u w x y)
9. Manages, through subordinate supervisors and technical contract consultants, the development and maintenance of City street trees, parks, golf course, and all other City owned landscaped areas. (a b c d e f g h i j k m p s x)
10. Participates in the development and implementation of city-wide special events. (a b c d g h l m t u)
11. Receives inquiries and provides information regarding parks activities; interprets and explains policies and procedures; responds to complaints; investigates and resolves service problems. (a c d f g j k m y)
12. Performs public relations functions between the city, community and various civic agencies and groups. (a b c d g h l m t u)
13. Performs administrative and accounting duties; purchases new equipment, materials and supplies necessary to maintain park grounds, facilities, and programs; generates and submits reports and documentation regarding materials, supplies, and equipment used in the completion of projects; researches special projects and issues; assists with grant preparation; maintains receipts and budgetary expenditures. (a b c d g h i j k q r s t v w x y)
14. Serves as project supervisor for parks projects and monitors facilities improvements and consults with contractors to ensure safety, cost effectiveness, aesthetics and compliance with City policies. (a b c d g h i j k q r s t v w x)
15. Schedules and supervises the work of crews engaged in: mowing and maintaining parks; trimming and pruning trees and shrubs, using power tools and boom truck; repairing sprinkler systems; replanting and removing trees, shrubs and hedges; applying pesticides and herbicides. (a b d e f g i j k l m n o q r s t u v)

16. Researches and evaluates existing facilities and park grounds to ensure the safety, general welfare and enjoyment of the general public. (a b c f g i k l o q r s t u)
17. Evaluates service needs and work methods; establishes and enforces operating and safety procedures; investigates service requests and complaints made by the public; as necessary, explains priorities, programs, and policies. (a b c f g i k l o q r s t u)
18. Acts for the Community Services Director in the Director's absence. (all)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of subjects.
- c. Establish and maintain effective relationships with the community at large, the City Council, Commissions and Committees, and other public officials.
- d. Plan, direct, and coordinate park planning and maintenance activities.
- e. Train, supervise and evaluate employees.
- f. Comprehend complex issues related to park development and maintenance.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Administer contracts and ensure compliance with contract provisions.
- j. Understand, explain, and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Assist in developing comprehensive plans to meet future City needs/services.
- m. Deal constructively with conflict and develop effective resolutions.
- n. Assist in planning and enforcing a balanced budget.
- o. Develop new policies impacting division operations/procedures.

- p. Interpret financial statements and cost accounting reports.
- q. Analyze data and information and draw logical conclusions.
- r. Select, train, supervise, and evaluate employees.
- s. Respond to emergency and problem situations in an effective manner.
- t. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- u. Plan, assign, and inspect the work of subordinates.
- v. Allocate equipment, materials, and personnel in a cost effective manner.
- w. Read and interpret blueprints and building plans.
- x. Prepare cost estimates for time, materials, and equipment.
- y. Operate a computer and use a variety of computer software.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree from an accredited college or university in park administration, park planning, public administration, or a closely related field and four years of progressively responsible experience in parks, recreation or community services administration, including three years in a supervisory capacity. Additional experience in Facility Maintenance is desirable.

Knowledge and Skill Levels

Through knowledge of urban forestry and current industry standards and practices. Considerable knowledge of methods, materials, and equipment used in turf management; irrigation programs; park, parkway, and median maintenance, and tree trimming. Knowledge of the principles of organization, administration, supervision, budget, and personnel management; federal and state regulations including those relating to grant proposals and safe working practices; methods and techniques of research and statistical analysis, report

preparation, administrative analysis and problem solving; modern equipment and tools utilized in the division's maintenance activities; assessment district management and administration including mandates of local and state regulations; risk management principles as applied to parks, playgrounds, and recreational areas. Thorough knowledge of management and supervisory principles and practices, and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required. Knowledge of park design, blueprint reading, traffic circulation, and labor relations principles. Skill in the operation of a computer and designated computer software programs.

Special Requirements

Possession of, or ability to obtain, a Class C California driver's license and a satisfactory driving record.

Possession of, or obtain within one year of employment, a Certified Arborist or Certified Tree Certificate.

Playground Inspector certification is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting and outdoors with travel from site to site. Duties may be performed at a desk or computer terminal. Other duties require exposure to outside weather conditions, noise, dust, working and/or walking on various types of surfaces including slippery or uneven surfaces and rough terrain; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.