

**JURUPA COMMUNITY SERVICES DISTRICT  
DIRECTOR OF PARKS AND COMMUNITY AFFAIRS**

*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 the direction of the General Manager, plan, develop, coordinate and oversee the following provisions: 1) Comprehensive recreation programs and the construction and maintenance of all parks, recreation areas, parkways, trails and related facilities and buildings; to include street lighting and graffiti removal. 2) Comprehensive community outreach and legislative affairs programs. Must provide highly responsible and technical staff assistance and complete related work as required.

**CLASS CHARACTERISTICS**

This is the executive level classification in 1) the park and recreation professional series and 2) the external affairs series. The incumbent is expected to assume overall responsibility for all facets of a municipal park and recreation program including providing leadership in establishing general direction, goals division priorities and in promoting good customer service, development and implementation of outreach, external communication programs and legislative affairs. The incumbent works under direction and exercises independent judgment in the performance of a variety of professional, complex and difficult duties.

**ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Direct and participate in the development and implementation of goals, objectives, policies and priorities for assigned program areas.

Plan, direct, supervise and coordinate the work and programs of the parks, external communications programs, legislative affairs programs, street lighting and graffiti removal.

Prepare and submit reports and recommendations to the General Manager and the Board of Directors regarding activities of the department.

Coordinate with the Board of Directors and General Manager to develop effective external relationship and communication strategies.

Maintain the District's legislative policy jointly with the Board of Directors, Legislative Committee and General Manager. Coordinate legislative initiatives with other agencies.

Develop partnerships and collaborations with other agencies and community-based organizations.

Coordinate park and recreation activities and programs with other community groups, and other outside agencies.

Respond to the most difficult citizen complaints and requests for information.

Evaluate the need for, and develop plans and schedules for, long-range parks and recreation, street lighting and graffiti removal programs.

Supervise the maintenance of files and records of departmental activities.

Organize and oversee available resources for maintenance, improvement and repair of parks and recreation facilities, street lighting and graffiti removal.

Manage and supervise the work of staff and consultants engaged in external communications, relationship development and legislative affairs.

Prepare and administer the departmental budget.

Supervise, train and evaluate professional, para-professional, technical and administrative support staff.

May serve as Acting General Manager during the absence of the General Manager.

Advise and otherwise provide assistance to District Management, District staff, and the public regarding the operations of the District's Parks and Recreation programs, street lighting issues, effective external relationships, external communication strategies and programs and legislative affairs; respond to inquiries and provide information regarding District policies and procedures; ensure compliance with laws, rules, or regulations related to these programs.

## QUALIFICATIONS GUIDELINES

### Knowledge and Skill Levels

Thorough knowledge of modern methods, techniques, principles, and procedures used in the development, maintenance and administration of park and recreation programs and facilities, to include turf, grounds and landscape design, street lights, maintenance and graffiti removal. Understand principles and procedures for implementing and directing a wide variety of recreation activities as pertains to the recreational and social needs of various age groups. Development of programs through community participation. Knowledge and ability to manage and coordinate the development of external relationships and communication strategies and messages; manage and coordinate the District's legislative activities. Operation of special district and citizen advisory boards.

Education:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from a four-year college or university with major coursework in recreation administration, sociology, or a closely related field. An appropriate advanced degree and experience in working with an elected board or commission are desirable.

Experience:

A minimum of five years of increasingly responsible administrative experience in the recreation and park program management and land use planning along with knowledge of public information programs, media relations, and legislative affairs.

Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; stand or walk for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 25 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to perform assigned tasks.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

FSLA – EXEMPT

Range 97 \$10343 - \$12572

1300 Admin/job description

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<sup>i</sup> Director of Parks and Community Affairs (At Will Position)