

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**DIRECTOR OF RECREATION SERVICES**

**DEFINITION**

Under direction of the City Manager, plans, organizes and directs the activities, services and programs of the Department of Recreation Services; provides highly responsible and complex administrative support to the City Manager, participates as a member of the City's Executive team and does related work as required.

**EXAMPLES OF DUTIES**

Directs and participates in the development and implementation of the goals, objectives, policies, procedures, and priorities of the Department of Recreation Services; plans, directs and coordinates the work programs of Recreation Services, including the Active Adult/ Senior Services , Youth and Teen Services, Special Events, Programming and Classes; prepares and submits reports and recommendations and provides technical advice to the City Manager, City Council, Recreation Commission and Youth Advisory Committee; supports the Age Friendly Task Force in coordination with the Office of the City Manager; plans and directs the design and development of new facilities and programs and improvements to existing facilities and programs; surveys and evaluates the need and develops plans and schedules for long-range recreation programs;; forecasts recreation fees and charges, revenue sources and expenditures and supervises the collection of recreation-related fees; prepares and administers the departmental budget, including operation and capital improvements; selects, supervises, trains, and evaluates staff; and performs related work as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Principles, practices, and methods used in Department of Recreation Services administration, management, and recreational, cultural, and social needs of all age groups; and park facility design and use; record-keeping and reporting procedures; principles and practices of organization, administration, budgeting and personnel management; and overall social needs of the Daly City community.

**Ability to:** Plan, organize and direct the services and administration of the Department of Recreation Services, understand and design programs to meet the recreation services needs of the community; prepare detailed reports, plans, and specifications and do reliable study and research as needed; properly interpret and make decisions in

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accordance with appropriate laws, regulations and policies; maintain liaison with various private and public agencies and deal successfully with the public and other interested groups; plan, direct and coordinate comprehensive recreation activities; select, supervise, train and evaluate staff; communicate effectively orally and in writing; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Five years of increasingly responsible supervisory and administrative experience in recreation program management.

**Education:** Bachelor's degree or equivalent from a college or university with a major in Recreation, Public Administration, or related field. A Master's degree is desirable.

**License:** Possession of a valid Class C California Driver's License.

R: 9/2023