

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

JOB SPECIFICATION
DIRECTOR OF RECREATION SERVICES (PAGE 2)

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