

ASSISTANT DIRECTOR OF PARKS AND TREES

SALARY RANGE: STEP A - \$48,207.87 TO STEP G - \$64,603.15

DEFINITION

Assists the Director of Parks and Trees in planning, coordinating and supervising the activities and operations of the Parks Department; to oversee the maintenance and operation of cultural facilities; to provide administrative staff assistance to the Park Commission; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Parks and Trees or the City Administrator and policy direction from the Park Commission.

Exercises direction over mid-management, professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Assists in the planning, directing, reviewing and evaluating the activities, programs and projects of the Parks Department.

Assists in developing, implementing and ensuring compliance with all department policies, procedures, goals, objectives, priorities and work standards for the department; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Assists in interpreting and ensuring department compliance with all federal, state and local laws and regulations, City policies and procedures, and standards of quality and safety.

Assists in selecting, assigning, supervising, motivating and evaluating the performance of department personnel; provides for staff training and development opportunities; implements disciplinary and termination processes.

Assists in developing and managing the department budget; ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to ensure sound fiscal control; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Assists in preparing and administering grants for special programs and projects.

Assists in planning, organizing and overseeing the beautification and maintenance of City parks, parkways, landscaped areas and related structures; assists in directing the planting and care of trees, shrubs, lawns and other such improvements along public streets or in public places.

Assists in reviewing landscape and irrigation plans for new development to ensure compliance with zoning ordinance requirements.

Assists in preparing cost estimates for department projects; oversees construction projects and park improvements.

Assists in planning, coordinating and directing a year-round, City-wide parks program, including the management of cultural facilities.

Assists in promoting public interest in parks and programming through the preparation of publicity materials and contact with the news media and public groups.

Assists in performing or assisting subordinates in performing duties as required, including operating lawn and landscaping equipment.

Ensures the availability of adequate equipment, vehicles, materials and supplies for department projects.

Assists in researching, compiling, interpreting and preparing data for studies, reports and recommendations; maintains and reports facility usage statistics as requested.

Assists in conferring with and provides professional and technical assistance to City Council, City Administrator, Park Commission and others on matters related to Parks Department functions; makes presentations to City groups and the general public.

Assists in coordinating department activities with those of other departments and divisions, agencies and private groups as appropriate.

Represents the department in the absence of the Director of Parks and Trees at City Council, Commission, Board, other City and community meetings; may serve on various committees, boards and commissions as requested.

Receives and responds to public inquiries, requests for assistance and complaints regarding department projects and activities.

Monitors legislation and trends in areas of responsibility; evaluates their impact on City operations and recommends and implements policy and procedural improvements.

Assists in coordinating and completing special projects as assigned.

Assists in performing general administrative work as assigned, including but not limited to conducting and attending meetings, scheduling appointments, reviewing correspondence, answering the telephone, picking up supplies, processing invoices, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

Departmental policies, procedures and standards related to parks maintenance and construction projects.

Pertinent federal, state and local laws, regulations, codes and ordinances.

Administrative principles and methods, including goal setting and planning.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Parks planning, design and administration.

Species and characteristics of trees and plants, and their maintenance needs.

Building maintenance practices.

Methods, equipment, materials and tools used in the maintenance and beautification of parks, parkways and other public places.

Safe and proper operation of light construction and landscaping equipment.

Research methods and sources of information related to parks maintenance and administration operations.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

Principles and practices of modern office management, communications and effective employee and public relations.

Modern office practices and technology, including the use of computers for word and data processing and spreadsheet applications.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Interpret, analyze and apply pertinent federal, state and local laws, codes, ordinances, rules and regulations pertaining to department administration and operations.

Develop, implement and interpret goals, objectives, policies, procedures and work standards.

Develop, organize and direct the management of City parks, cultural facilities and related programs.

Direct the proper maintenance and care of City landscapes.

Operate department vehicles, equipment and tools with skill and in a safe manner.

Read and understand complex plans, specifications and blueprints.

Analyze complex problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Exercise sound, independent judgment within general policy guidelines.

Select, supervise, train and evaluate staff.

Prepare and administer a comprehensive budget.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Prepare and present comprehensive reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Represent the City effectively in meetings with others.

Interpret departmental projects and programs to the public.

Experience:

Six years of increasingly responsible experience in arboriculture, horticulture, parks maintenance, public works or closely related field, including at least three years in an administrative or supervisory capacity.

Education:

Graduation from an accredited college or university with a Bachelor's degree in forestry, horticulture, arboriculture, public or business administration, or a closely related field.

Substitution:

Additional experience as outlined above may be substituted for two years of college on a year-for-year basis.

Additional Requirements:

Possession of a valid California driver's license.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent travels to various work sites throughout the City to inspect work and supervise crews, which will require exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals, vibration. Worker frequently works past normal office hours for meetings and other events.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.