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**TEMPLE CITY  
CLASS SPECIFICATIONS**

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**DIRECTOR OF PARKS AND RECREATION**

**DEFINITION:**

Under general direction of the City Manager or his designated subordinate, the Director of Parks and Recreation provides supervision, leadership, planning and coordination for community recreation, public transportation, and community relations programs within the City; implements policies and establishes procedures related to community activities and civic events; plans, directs and administers the related program budgets; provides support to the Parks and Recreation Commission relative to park usage, transportation services, recreation program policy, and other community events and activities.

**EXAMPLES OF DUTIES:**

Responsible for planning, organizing and directing City sponsored community activities and programs including leisure services, senior services, and a volunteer program; responsible for planning, organizing and providing transit services including dial-a-ride, bus pass sales, bus shelter maintenance and recreation excursions; responsible for coordinating public relations and public information activities and programs including a quarterly newsletter and press releases; responsible for overall management of City recreational facilities; supervises and schedules the work of assigned staff; analyzes and makes recommendations concerning recreation and transportation needs and programs; and is responsible for the preparation and oversight of Parks and Recreation, Community Relations and Public Transportation budgets; serves as advisor to the Parks and Recreation Commission.

**DESIRABLE QUALIFICATIONS**

Knowledge of: Relevant federal and state laws, the principles and techniques of directing group social and recreational activities; methods of planning, administering, supervising, coordinating and promoting community recreational activities, community organizations and resources; principles, practices and methods of public administration including budgeting and grants administration; and principles of effective supervision.

Ability to: Analyze, plan, develop, coordinate and direct comprehensive recreation and transportation programs, including the establishment of

cooperative working relations with representatives of the school district and other agencies, and the public; prepare oral and written reports; plan direct and coordinate the work of assigned staff.

Education and Experience: Graduation from an accredited college or university with specialization in public administration, business administration, recreation, physical education or related field. Five years of comprehensive recreation and community service experience, with at least three years in a supervisory capacity.

**OTHER QUALIFICATIONS:**

Possession of a valid Class C motor vehicle operator's license from the State of California.

Ability to operate a computer, calculator, telephone, and portable radio.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to prepare detailed narrative reports, perform complex numerical analyses and sort/file documents.

Ability to sit for up to two hours at a time.

Ability to see.

Ability to get from one location to another in the course of doing business.

Ability to make oral presentations.