



JOB DESCRIPTION

TITLE: Parks Manager, Parks and Recreation Dept.
REPORTS TO: Primary — RSF Association Assistant Manager
LEVEL: Senior Management
FLSA STATUS: Exempt
DATE: November 1, 2020

POSITION SUMMARY:

Under the direction of the Association Assistant Manager, the Parks Manager plans, directs, organizes, and manages the Parks and Recreation department; develops department policies, procedures, goals, and budgets; interprets and applies existing policies and represents the department on issues concerning the various resources managed. Parks Manager is subject to call back to work at a short notice for emergency or other business necessities.

This is a single position management level classification reserved for the Parks and Recreation Department. The Parks Manager is responsible for the direction of the Parks and Recreation Department and shall exercise a broad range of authority over planning and execution of all functions central to the department's mission.

Responsibilities include supervision of Parks and Recreation team leaders and team members.

ESSENTIAL DUTIES:

Essential duties may include, but are not limited to, the following:

- Plans, schedules, directs, and coordinates the activities of the Parks and Recreation Department; develops and implements long-range plans, goals, policies and procedures for the department.
- Develops and monitors operating budgets for the department; manages sub-contractors and contract management.
- Coordinates activities of the department with the County of San Diego, Rancho Santa Fe Fire Protection District, RSF School District, RSF Irrigation District, and other agencies; meets with RSF Association Board of Directors, RSF Trails and Recreation committee, CONE committee and other community groups to coordinate department projects.

- Assess and analyze landscape management of Association owned properties, open space, parks, trails, sports fields and right-of-way along all County roads in the Covenant.
- Serves as project manager for special projects requiring experience and skills specializing in landscape construction and design.
- Management and oversight of the Osuna Ranch operations including staff and vendors
- Management of building maintenance of RSF Association office and Parks and recreation maintenance shop and facility.
- Manage all fleet and equipment maintenance for RSF Association Administration and Parks and Recreation.
- Researches, analyzes and recommends options for addressing difficult, complex or sensitive issues, problems or projects.
- Oversee and supervise grounds maintenance workers, work schedules, training, hiring and firing personnel as well as project planning.
- Supervise, trains, disciplines, and evaluates assigned personnel; assists subordinate supervisory staff with personnel issues.
- Confer with and advise Association members and others of landscape standards and policies within the Covenant.
- Inspect and assess all Association facilities, property and ROW areas for required maintenance providing a high level of landscape standards and safety for the community.
- Assist and work closely with other departments within the Association to provide service to Association members.

COMPETENCIES:

- Principles of planning, organization, administration, management, and supervision.
- Principles and practices of budgeting, record keeping, and report writing.
- Best Practice Management of park land, urban forest, and native habitat areas.
- Occupational hazards, safety regulations, and professional maintenance practices associated with parks, trees, sports fields, trails, irrigation systems and facilities.
- Applicable federal, state, local and Association rules and regulations.
- Computers and computer applications.
- Project management.
- Written and oral presentation techniques

RESPONSIBILITY:

- Identify, analyze, and respond to community issues and member requests.
- Develop landscape plans and prepare presentations of landscape plans.
- Read, understand, and interpret maps, grading plans and improvement plans.
- Build strong public relations and staff development.
- Work well with Association members, staff, public officials and the general public.
- Plan, organize, coordinate and direct the activities of the department.
- Simultaneously manage a multitude of projects.
- Supervise, train and evaluate staff.

REQUIREMENTS:

A valid California Class C driver's license is required. The California Class C driver's license must be maintained throughout employment with the Association.

Any combination of education and experience that would provide the required knowledge and abilities is qualifying.

A Bachelor's degree from an accredited college or university with a major in park administration, urban forestry, environmental horticulture, landscape architecture or a closely related field is required. Six years of experience managing a parks department or landscape management/construction firm or closely related operation. Professional experience with entitlements or other related field will be considered.

Although not required, professional licenses or certifications are desirable.

WORK ENVIRONMENT:

The work environment for this position entails working both outdoors and indoors to ensure projects are completed by the Parks and Recreation department. Managing employees and specific projects is achieved in a pleasant and functional outdoor environment. Part of the day may be spent outside. In addition, this role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Must demonstrate advanced knowledge of general office skills and equipment. Effectively manage multiple assignments in a fast paced work environment. Effectively perform new duties as assigned. Complete special projects as requested. Works closely with others.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TYPICAL MENTAL DEMANDS:

Perform responsible and complex long and short-term planning and design review analysis and assignments; understand and apply pertinent aspects of the Protective Covenant and Association Regulations, policies, procedures and standards to more advanced projects. Interpret more complex maps, site and building plans and specifications, and other application data. Interpret and understand more complex engineering and architectural plans, concepts and methodologies.