

DIRECTOR OF PARKS AND RECREATION

MERCED IRRIGATION DISTRICT DIRECTOR OF PARKS AND RECREATION

FLSA Status – Exempt

DEFINITION:

Under the general direction, perform a variety of tasks relating to the overall planning, budgeting, marketing, operation and maintenance of the Merced Irrigation District's Parks and Recreation Department located in Merced and Mariposa Counties. This is a department head position.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Develop Requests for Proposals and Request for Services as required.
- Develop, present, implement, and track annual and long range operating, maintenance and capital budgets for all requisite departments to maximize District return on investment.
- Develop, present and implement annual and long range business and marketing plans for the parks and recreation areas to enhance customer satisfaction, increase visitor-days, and improve long-term fiscal results.
- Develop and implement appropriate customer service policies and procedures, and use fee rates, for the Parks and Lakes operations and services
- Develop and implement appropriate risk management policies and procedures for the Parks and Lakes to minimize District liability and tort exposure
- Identify, apply for and procure local, state and federal grants for improvement of the parks and recreation facilities.
- Enforce and ensure compliance with all contracts, houseboat permits, and special use permits, regarding operation of District parks, lakes, and related operations and facilities.
- Exercise direct supervision of the entire Parks Department.
- Enforce Policies and Procedures of the Merced Irrigation District, along with rules and regulations set forth in the form of a Mariposa County Ordinance as it applies to the operation of the Parks and Lakes.
- Monitor and manage recreation facility compliance with Federal Energy Regulatory Commission (FERC) License, the District's Davis-Grunsky Contract, Mariposa County CUPA, and other State and local regulatory agencies.
- Direct all operations and maintenance activities, including water and sewage treatment facilities.
- Demonstrate the willingness to assume complete responsibility for all facilities within the District's parks and recreational areas.
- Assume Responsibility for the hiring, training, evaluation and direct supervision of all Parks staff.
- Under procedures set forth by the District Controller, supervise the collection and accounting of revenues generated within the Parks and Recreation Department.
- Supervise the collection of all statistical data on attendance and other activities as required. Compile and submit data required for presentation to the MID Boards of Directors, through the District General Manager, as required for Board meetings and public presentation.
- Coordinate department activities with various other departments and divisions within the District.
- Represent the District and maintain cooperative relations with other public agencies, private entities, the general public, fellow employees and management staff.
- Perform other duties as requested, directed or assigned.

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QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Bachelor's Degree from an accredited college or university with major course work in business management, natural resource management, environmental planning, or a related field.

Experience:

- Ten (10) years of increasingly responsible experience in public or private administration, with five (5) years in management.

Ability to:

- Plan, layout, coordinate, and control through assigned staff, the work of construction, maintenance, and operating personnel. Must have effective written and oral communication skills, user conflict resolution skills, and ability to maintain working relationships.
- Maintain a positive and constructive work atmosphere consistent with a cooperative communication manner with regard to customers, clients, co-workers and management.
- Communicate clearly and concisely, orally and in writing.
- Develop and implement departmental goals, objectives, policies and priorities; and plan, organize and supervise recreation customer service and facility operations.
- Must have excellent organizational skills and possess the ability to delegate and direct the work of assigned employees.
- Develop, plan, organize and implement customer service, operations, and maintenance programs.
- Work weekends and holidays at your own discretion, in order to insure the recreation areas are properly staffed and maintained during peak visitor periods.
- Oversee and administer construction contracts as may be required from time to time.
- Train and supervise personnel.

Knowledge of:

- Principles and practices of organization, administration, budget and personnel management; technical, legal, and financial problems involved in the operation of an outdoor recreation facility; and principles and practices of forestry and outdoor recreation. Must have ability to: prepare comprehensive and complex technical reports; and comply with, properly interpret and make decisions in accordance with applicable laws, rules, regulations and policies.
- Park and recreation systems, best management practices and procedures including methods, materials and equipment used in the care and maintenance of parks and recreational areas.
- Outdoor recreation customer service operations and facilities best business practices.
- Water treatment and distribution systems and sewage treatment plant operations policies and procedures.
- Federal, State, and local agency regulatory compliance and permitting requirements related to water and sewer treatment and distribution, fuel storage and dispensing, State and federal EPA permitting and regulations, local Environmental Health regulations, and other CUPA requirements.
- Water and boating safety practices and techniques in enforcement of parks rules and regulations.
- Accounting principles, budgeting and personnel procedures.

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Necessary Special Requirements:

- Possession of/or the ability to obtain and maintain certification in Basic Red Cross First Aid and Cardiopulmonary resuscitation (CPR).
- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

RESIDENCY OPTION:

The Director of Parks and Recreation may reside on District property in the recreation areas. Residence areas and hook-up facilities are available to set up a mobile home residence.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 50% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

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Sitting: Remains in a seated position for up to eight (8) hours per day
Hands/Arms: Operates computer for up to eight (8) hours per day
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping: Bends body downward and forward by bending at the knees or waist
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing: Hears well enough to receive communications in person and by telephone.
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the General Manager.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.