

City of Signal Hill

PARKS, RECREATION AND LIBRARY SERVICES MANAGER

Bargaining Unit: N/A – Management

Established Date: October 6, 2008

Revision Date: June 10, 2025

CENTRAL PURPOSE OF JOB

Under general supervision, plans, develops, administers, supervises, coordinates, and evaluates a variety of recreation, community and library programs, including daily operations of the Youth and Community Center and Library facilities, reviews the work of recreation staff, and provides the Parks, Recreation and Library Services Director with professional support of all department functions.

DISTINGUISHING CHARACTERISTICS:

The Parks, Recreation and Library Services Manager is the management level class responsible for overseeing and supervising all community, recreation, and library services staff and their assigned programs. In addition, the incumbent oversees all office functions for the department and assists with the budget process. The Parks, Recreation and Library Services Manager is distinguished from the Community Services Supervisor, Recreation Supervisor, and City Librarian by its broader planning responsibilities for larger range of programs, its span of supervisory control, and size of budgetary accountability. In addition, the Parks, Recreation and Library Services Manager has a broader knowledge of community needs, recreational programs, library operations and planning and evaluation practices than the Community Services Supervisor, Recreation Supervisor, and City Librarian, and has more extensive interfaces with commissions and committee representatives.

Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following characteristic duties, responsibilities, knowledge, skills and other characteristics. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Develops, administers, coordinates and prepares reports on grant funded programs and projects such as Community Development Block Grants, Park Development Grants, Transportation Funds, and professional services contracts

Exhibit A

on behalf of the City for transportation/transit services, animal control and other designated contracted services; develops contract agreements for services.

- Assists the Director with the City's non-profit boards and community groups; develops and implements fund raising efforts to support City-sponsored events; coordinates public art projects including preparation of RFPs, receiving, reviewing, evaluating and awarding bids.
- Manages and coordinates Citywide special events, including receptions, ground breakings, dedications, etc. with other City departments and external agencies; directs staff assigned to events and projects.
- Develops and administers program and service-related budgets; monitors inventory and supplies and authorizes expenditures including capital projects and improvements.
- Participates in defining Department goals and objectives.
- May administer fee-based programs, including rental of City facilities, travel programs and classes.
- Receives and responds to public inquiries, requests and complaints regarding designated programs and services provided to the community.
- Promotes and publicizes community services programs, events and activities; prepares, proofs and approves press releases, brochures and other promotional, marketing, and communication materials.
- Recruits, recommends hiring, trains, assigns, reviews and evaluates work of assigned staff; initiates corrective and/or disciplinary action; provides new employee orientation and ongoing staff training.

MARGINAL FUNCTIONS

- Perform various related duties as required.

Minimum Training and Experience

Any equivalent combination of education, training, and work experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. Typical qualifications are:

Experience: Four (4) years of increasingly responsible directly related community services programs planning experience including supervisory, administrative, and program planning work; and at least two (2) years in a supervisory capacity, at the level of Recreation Supervisor or above.

Education: Bachelor's degree from an accredited college or university in Recreation Administration, Public Administration or a related field.

Licenses and Certificates: Valid Class C California driver license, acceptable driving record, and evidence of insurance are required.

Exhibit A

KNOWLEDGE AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of:

- Knowledge of basic philosophy, objectives and requirements of community service programs.
- Knowledge of principles and practices of program development, implementation and evaluation, including budget preparation and administration.
- Knowledge of principles of marketing and promotion.
- Knowledge of fund raising techniques.
- Knowledge of principles and practices of supervision.
- Knowledge of office methods, practices and procedures.
- Exercising independent judgment, decisiveness and creativity.
- Communicating effectively, both orally and in writing with coworkers, representatives from other agencies, program participants, elected and appointed officials and the general public.
- Applying and interpreting policies and procedures.
- Promoting community programs and executing public relations programs.
- Supervising, training, motivating and evaluating staff.
- Maintaining records, analyzing data, and preparing and presenting reports and schedules.
- Modern principles, practices and philosophies for overseeing community services programs and staff.
- Grant writing and administration.
- Budget preparation and administration; principles and practices of office management.
- Methods and techniques of supervision, training, and motivation.
- Basic principles of mathematics.
- Applicable Federal, State, and local laws, codes, and regulations. Methods and techniques of scheduling work assignments.
- Standard office procedures, practices, and equipment. Modern office practices, methods, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling, and grammar
- Occupational hazards and standard safety practices.

Additional Information

WORKING CONDITIONS

- Typical office and similar environments.
- Occasionally exposed to inclement weather conditions at special events.
- Occasionally lifts and/or carries equipment or materials to and from an event site.
- Occasionally required to work weekend and/or evening hours.

Physical Requirements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

Environmental Adaptability:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL INFORMATION:

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.