

COUNCIL COMMUNICATION

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TO: THE CITY COUNCIL  
FROM: THE CITY MANAGER'S OFFICE

DATE: November 5, 1986 NO.

SUBJECT: ADOPT CLASS SPECIFICATIONS FOR PARKS SUPERINTENDENT

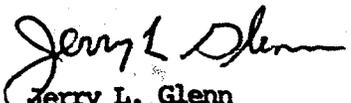
PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: That the City Council adopt the attached class specifications for the position of Parks Superintendent.

BACKGROUND INFORMATION: The position of Parks Superintendent will be vacant shortly due to the retirement of the present incumbent. It is timely to review the class specifications to make sure they conform to the actual duties and responsibilities we expect from this position.

The proposed specifications more accurately describes the job and its requirements than the old specifications. We are not recommending any change in the salary schedule for this position.

Respectfully submitted,

  
Jerry L. Glenn  
Assistant City Manager

JG:br

attachment

PARKS SUPERINTENDENTDEFINITION

Plans, organizes, directs, and reviews the Parks Division of the Parks and Recreation Department. Assists the Director of Parks and Recreation in coordinating departmental activities and in the development of capital improvement and operating budgets. Responsible for the operation, maintenance, and development of the parks system including municipal pools, athletic facilities, and a recreational lake complex.

DISTINGUISHING CHARACTERISTICS

This is a management level position class in the Parks and Recreation Department. It is distinguished from the Parks Supervisor class by the extent of responsibility for Parks Division operations and activities and by its managerial duties.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Parks and Recreation.

Exercises general direction over the Parks Supervisor and other subordinate positions.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

- . Organizes, plans, directs, and coordinates Parks Division and Lodi Lake Park Operations and Activities.
- . Implements Parks Division goals, objectives, and programs.
- . Plans and directs personnel in the development, improvement, maintenance, and repair of municipal parks, recreation/athletic facilities, public buildings and equipment; inspects work in progress.
- . Assesses community needs and requirements and recommends expansion of, or adjustment to, the parks program to the Director.
- . Assumes responsibility for preparation and administration of the Parks Division Operating and Capital Improvement Budgets.
- . Assumes responsibility for a variety of personnel actions, such as selection, promotions, training, performance evaluation, disciplinary measures and dismissals.
- . Assists in the planning and design of proposed parks facilities, prepares specifications for special projects and new equipment.

City of Lodi  
Parks Superintendent (continued)  
Example of Duties (continued)

- . Evaluates the condition of parks, athletic facilities and parks building; directs and implements capital improvements and special construction projects.
- . Orders materials; prepares purchase orders; prepares cost estimates; authorizes payments; controls expenditures.
- . Makes oral presentations and represents the department at community organization and group meetings; prepares oral and written reports covering Parks Division activities.
- . Supervise Park Patrol and interpretive nature/wilderness area programs.
- . Coordinates Parks Division activities with the Recreation Division, other city departments, school activities and special interest groups.
- . Performs related work as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of park and personnel management.

Basis municipal accounting, budgeting and computer applications.

Horticulture; principles and techniques in the care of plants, trees, and grounds.

Chemicals, fertilizers, soil analysis, sprinkler systems, and related water features and their maintenance.

Thorough knowledge of the materials, equipment, methods, and practices essential to the construction and maintenance of parks and related facilities.

Park security and patrol methods and procedures.

Park conservation and natural wildness programs.

Safety requirements as they relate to park development and maintenance activities.

Ability to:

Ability to plan, organize, coordinate, and direct the activities of personnel involved in a varied program of park services.

Ability to establish cooperative working relationships with employees, departments, city officials, civic organizations, and the general public.

City of Lodi  
Parks Superintendent (continued)  
Ability to: (continued)

Ability to communicate effectively, both orally and in writing.

Prepare budget documents, and oral and written reports.

Read and interpret blueprints, specifications, diagrams, and symbols used in parks and building maintenance work, and general construction projects.

Prepare specifications, estimate job costs, keep neat and accurate records.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Five (5) years of increasingly responsible administrative experience in park development, operations, maintenance and construction, two of which were in a supervisory capacity.

Education:

A Bachelors Degree in Park Management, Landscape Architecture, Horticulture or related field