

**CLASS SPECIFICATION
Parks Security Manager**

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, directs and evaluates the public safety and security program for City parks, recreation facilities, community centers and related facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent class is responsible for researching, planning, organizing and directing the public safety and security program for the City's parks and recreation facilities and for developing, administering and coordinating the emergency planning and operations programs for the Parks and Recreation Bureau. The incumbent is responsible for formulating and developing the unit's goals and objectives as related to the bureau's overall goals and for directing the day-to-day activities of the unit. Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of assigned supervisors and staff; with staff, develops, implements and monitors work plans to achieve unit mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Conducts research, performs analyses, and prepares recommendations for the bureau's short- and long-term public safety and security staffing and operational needs and requirements; prepares public safety and security plans for new and existing facilities and special events.
5. Coordinates the bureau's public safety and security program with other divisions, bureaus, public agencies and community groups; represents the bureau on public safety issues and matters with other divisions, bureaus, public agencies and community groups; interprets and explains the bureau's public safety goals, policies and procedures to other divisions, bureaus, public agencies and community groups.
6. Contributes to the safety of parks and recreation facilities through the development and implementation of educational programs.
7. Confers with the Police Bureau, Fire Bureau and other law enforcement agencies to effectively plan for civil disturbances and natural disasters.
8. Develops, recommends and implements public safety and security policies, procedures and guidelines.
9. Confers with parks and recreation facilities design teams regarding public safety and security issues and concerns, and to ensure the inclusion of proper security systems.
10. Coordinates and directs the development and installation of security alarms, video monitoring systems and security-related communications systems.
11. Manages and directs the bureau's Park Ranger Program; directs and participates in the recruitment, screening and training of part-time, seasonal Park Rangers; develops the program's policies, work rules and employee guidelines.
12. Administers, monitors and evaluates the performance of security service contractors; plans and recommends contracted security service levels; develops and recommends service-level provisions for security contracts.
13. Participates in negotiations with contractors, consultants and vendors.
14. Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to security programs and operations.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques involved in the development and operation of a comprehensive public safety and security program for parks and recreation facilities.
2. Current trends in emergency management and emergency safety principles.
3. The laws of search, seizure and arrest.
4. Federal, state and local laws, ordinances, codes, regulations and court decisions applicable to public safety and security in a large municipal parks and recreation program.
5. Principles and practices of budgeting, purchasing and maintenance of public records.
6. Research methods and analysis techniques.

7. Principles and practices of effective human resource management and supervision.
8. Principles and practices of sound business communications.

Ability to:

1. Analyze and make sound recommendations on complex management and administrative issues.
2. Plan, organize and direct the operations of a large parks and recreation public safety and security program.
3. Understand, interpret, explain and apply City policy and procedures.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the City effectively in negotiations.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within policy guidelines.
9. Establish and maintain effective working relationships with elected officials, all levels of City management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in law enforcement, criminal justice, public or business administration, or a closely related field; and at least four years of progressively responsible administrative or management experience in the operation of a large, public safety or security program; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02 Parks Security Manager (7826) class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):
0968 PROGRAM MANAGER I. Adopted: 07-01-92

June 2009 - Change Job Class number from 7826 to 30000758, due to system change.