

CLASS SPECIFICATION
Parks and Recreation Administrative Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, manages and integrates the work of staff engaged in meeting the needs of both a paid and volunteer workforce by providing human resources management, employee relations, internal communications, risk and safety, diversity development, workforce training and development, payroll, office support and other related administrative support services to the Bureau of Parks and Recreation; coordinates resolution of issues, and develops and implements policy and procedures in assigned areas; monitors unit performance; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Under general supervision, the Parks and Recreation Administrative Manager manages and integrates workforce related administrative services for the Parks Bureau to enhance the bureaus effectiveness and value to the community. These services include; human resources management, employee relations, internal communications, risk and safety, diversity development, workforce training and development, payroll, office support and other related administrative support services. The Parks and Recreation Administrative Manager also acts as the bureau liaison to the Bureau of Human Resources. Responsibilities and assignments require the ability to develop and integrate policies and procedures to meet service needs and bureau strategic goals in assigned areas effectively and efficiently.

Parks and Recreation Administrative Manager is distinguished from other administrative managers in that the former manages a unique variety of workforce support and administrative services for the bureau.

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 the unit; develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the bureau and unit 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 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 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. Consults and collaborates with bureau managers/supervisors and the Bureau of Human Resources to manage human resource issues; leads the development and implementation of a workforce strategy aligned to the bureau's strategic directions to ensure the delivery of appropriate, targeted and cost effective administrative support services.
5. Provides expert advice and assistance on complex human resource issues, organizational change and development matters to bureau managers such as developing staff performance management and incentive systems; continual change and improvement programs, diversity development and cultural competency programs, workforce training and development programs, intra-bureau and cross-function relations, and workforce communications.
6. Allocates and prioritizes the work unit's human, financial, physical and technological resources to ensure that the services offered by the unit are delivered in accordance with agreed upon standards of practice and organizational priorities.
7. Develop, monitor and report on assigned budgets and ensure budget targets are met.
8. Provides strategic guidance to safety and security managers to ensure citywide standards for safety and security of patrons and employees are being met; leads the development and delivery of strategic and integrated safety and risk management functions.
9. Works with bureau managers to develop a high performing workforce and work teams by: developing a culture of open and effective communication; creating an internal communications strategy; promoting staff empowerment and inclusion in decision making processes; encouraging innovation and continuous improvement, and using the principles of matrix-based management.
10. Coordinates resolution of employment issues and develops a strategic relationship with the Bureau of Human Resources staff; builds effective working relationships with labor unions.
11. Serves as project leader for assigned special projects and program initiatives, including defining project objectives, establishing project schedules and monitoring project completion on schedule and budget; researches and prepares reports on areas of assigned responsibility.
12. Represents the bureau in meetings with City officials and staff on a variety of management, safety, human resource matters; and coordinates and consults with other bureaus and agencies to ensure work programs and objectives are consistent.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of public administration, including human resource management, employee and labor relations, and maintenance of public records.
2. Current trends and practices in assigned areas including: human resource management; risk management and loss control; park security; and workforce relations, safety, training, and internal communications.
3. Budget principles and practices, including preparation and monitoring.
4. Principles and practices of project management and development of internal controls.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Research methods and statistical and financial analysis techniques.
7. Use of personal computing equipment and standard word processing, spreadsheet, and database software.
8. Principles and practices of effective management and supervision including matrix-based management techniques.
9. City human resources rules, policies and procedures; and labor contract provisions.

Ability to:

1. Plan, organize, manage and direct a variety of administrative functions.
2. Supervise, direct, train, develop and motivate staff.
3. Initiate and implement change and continual improvement strategies; develop a strong customer service focus and ethical culture; create a healthy and safe environment for staff and customers; and develop a diverse and culturally competent workforce.
4. Develop, implement, and evaluate policies and complex administrative procedures; implement strategies into detailed action plans.
5. Understand, interpret, explain and apply City, state, and federal policies, laws, regulations and court decisions applicable to areas of responsibility.
6. Apply creativity and flexibility in problem solving to complex and/or sensitive issues and problems; collaborate with diverse groups and audiences; balance and prioritize resources against competing demands and within the context of organizational plans.

7. Prepare clear, concise and comprehensive reports, correspondence, studies and other written materials.
8. Communicate clearly, logically and persuasively to both internal and external program/project stakeholders.
9. Exercise sound, expert independent judgment within general policy guidelines.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Effectively manage and organize office support resources and procedures to meet bureau needs.
12. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other agencies, the public and others encountered in the course of work

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 public or business administration, human resource management or a closely related field; and at least five years of progressively responsible human resource management and administrative experience, at least two years of which were at a supervisory level; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

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: 04-27-05

June 2009 - Change Job Class number from 7109 to 30000439, due to system change.