

Summary of Duties: As the chief administrative officer of the Department of Recreation and Parks, under the direction of the Board of Recreation and Park Commissioners, plans, organizes, directs and manages all activities of the Department of Recreation and Parks and its employees, including those of the Los Angeles Zoo and a community child care program; builds and maintains an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: The General Manager Recreation and Parks manages the entire recreation and park system, under the provisions of the City Charter and the direction of the Board of Recreation and Park Commissioners. The incumbent has full responsibility for executing the policies established by the Board of Recreation and Park Commissioners and for initiating and directing programs to carry out the functions of the Department. The General Manager Recreation and Parks is responsible for directing the work of all employees and exercises supervision by inspection of activities and projects, conferences with the supervisory staff, and review and approval of reports.

An incumbent in the class of General Manager Recreation and Parks, as a department head, is responsible for ensuring the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

Examples of Duties: The General Manager Recreation and Parks directs the activities of the Department through subordinate managers, and:

- * Establishes departmental objectives, priorities and programs and directs their application to ensure accomplishment of Department goals;
- * Plans and directs the operation and maintenance of department facilities such as parks, recreation centers, the Zoo, the Griffith Observatory, museums, swimming pools, golf courses, camps, refreshment stands and concessions, and the development of new projects and facilities;
- * Plans the long term development of a wide variety of recreation activities, including aquatics, City-wide sports programs, summer camps, and various special activities at City parks and recreation areas, including senior citizen centers;
- * Inspects Department activities and promotes the use of recreation and park facilities;
- * Directs surveys and consults with civic and community groups and agencies regarding public recreation and park plans, needs and programs;
- * Directs the preparation of preliminary plans for new physical improvements;
- * Directs the work of planning and engineering relating to the design and execution of maintenance and construction projects;
- * Inspects and makes recommendations concerning lands and other properties proposed for acquisition by the City for recreation and park purposes;
- * Directs the preparation of the annual budget for the Department;
- * Administers the expenditure of funds under budget authority;
- * Assigns employees to particular duties and places of work;
- * Instructs subordinates in policy matters and in the methods and procedures to be followed in

carrying out various Department functions;

- * Conducts staff conferences, approves reports and recommendations of subordinates;
- * Gives final departmental approval for leaves of absence, vacations, and discharges;
- * Authorizes approval of routine reports, requisitions, payrolls, and demands;
- * Represents the Department in meetings and conferences with the City Council, the Mayor, various governmental and private agencies and community organizations;
- * Prepares reports on the work of the Department and matters of policy requiring Board attention, including special reports and periodic reports of the activities of the Department;
- * Supervises the public relations of the Department;
- * Communicates equal employment/affirmative action information to employees;
- * Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- * Assists employees in preparing for promotion as described in the City's Affirmative Action Program;

May temporarily be assigned to other duties for special administrative or organizational changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- * The principles and practices of public recreation and park administration, together with a broad philosophy and concept of the objectives of recreation;
- * The City Charter, City ordinances, state statutes, and federal laws affecting the work of the Department of Recreation and Parks;
- * Facilities and equipment needed in a broad recreation program;
- * Proper physical planning and arrangement of recreation and park areas;
- * Principles and practices of public administration, including budget preparation and control, purchasing, and personnel management, together with the ability to apply them in the administration of the Department of Recreation and Parks;
- * The organization and functions of the City government as related to the operation of the Recreation and Parks Department;
- * Legal problems and procedures involved in the acquisition of land by a public agency;
- * Management principles and practices, including planning, delegating and controlling the work of subordinates;

GENERAL MANAGER RECREATION AND PARKS, 9243

Page

- * Techniques of training, instructing and evaluating the work performance of subordinates;
- * Techniques for counseling, disciplining, and motivating subordinate personnel;
- * Procedures for grievance handling;
- * Supervisory responsibility for equal employment opportunity and affirmative action as

set forth in the City's Affirmative Action Program;

- * Effective safety principles and practices;

A working knowledge of:

- * Community based organizations and methods for establishing effective working relationships with them;
- * Memoranda of understanding as they apply to subordinate personnel;

A general knowledge of:

- * City personnel rules, policies and procedures;

The ability to:

- * Exercise executive authority as required to plan, prioritize, direct and coordinate the work of a large staff in a broad program of public recreation and park development;
- * Deal tactfully and effectively to establish and maintain satisfactory relations with public officials, private citizens and civic groups;
- * Work effectively with groups of cultural and socioeconomic diversity and competing interests;
- * Prepare and present clear and concise written and oral reports and correspondence;
- * Manage administrative details;
- * Establish and maintain a work environment to motivate and inspire employees and enhance staff morale and productivity.

Minimum Requirements:

Experience as the head or assistant head of a major public recreation or park department or regional district or federal agency, which provides comprehensive recreation programs or extensive facilities for leisure time use to a large and diversified clientele; or managerial experience with the City of Los Angeles as the head or assistant head of a City department or Public Works bureau.

Appointment to this class is subject to a one-year probationary period as provided by Section 109 of the City Charter.

Licenses: A valid California driver's license and a good driving record is required.

Physical requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability and good eyesight.

Those with medical limitations may be able to perform the duties of the position with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring

GENERAL MANAGER RECREATION AND PARKS, 9243

Page

department can reasonably do to accommodate them, and the specific qualifications for the job.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.