

CALWA RECREATION AND PARK DISTRICT

4545 East Church Avenue, Fresno, California 93725
(559) 264-6867 • www.calwarecreation.org

JOB DESCRIPTION FOR DISTRICT ADMINISTRATOR **Effective 1-30-2020**

DEFINITION

Under direction of the Board of Directors, plans, develops, and manages Calwa Park facilities, recreation programs, and cultural activities and partners with the Community. The District Administrator performs duties as assigned by the Board of Directors.

DISTINGUISHING CHARACTERISTICS

This **at-will single** position is characterized by the assignment of managerial and administrative responsibilities in managing a comprehensive park and recreation program. The District Administrator exercises considerable independent judgment and initiative in operating the District within the Board policy framework established by the Board of Directors.

Work involves all phases of District activity to include park planning, operations, and maintenance; District budget and financial administration; and staff supervision. Supervision is exercised over permanent and temporary staff.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to:

- Administer and implement policies, procedures and methods regarding all aspects of a park operation within his or her authority; analyzes existing policies and procedures; and directs adjustments necessary to improve efficiency.
- Evaluate and make recommendations to the Board for new programs and policies.
- Prepare Agendas for Board of Directors Meetings.
- Communicate with the Board of Directors as needed to keep them informed on District business.
- Prepare necessary reports and correspondence.
- Prepare District budget and administer revenue and expenditure of funds. Identify and acquire new income streams.
- Direct the administrative functions of the District including purchasing, organizing, and fiscal management.

- Insure compliance with local, county, state, and federal requirements, employer obligations, and environmental regulations.
- Conduct park rentals in compliance with District Policies and Procedures.
- Develop a long range plan for District growth, to include recreational planning, construction, and remodeling of existing facilities.
- Recruit, select, train, direct, supervise, and evaluate full and part-time staff establishing and maintaining an effective working relationship.
- Develop and direct an effective public relations program.
- **Research and apply for Federal, State, County, and private grants.**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

OTHER JOB FUNCTIONS

- Work hours must be flexible, working evenings, weekends, and holidays as needed.
- Regularly inspect park and facilities to ensure operation efficiency and safety.
- Speak for and represent the District before civic groups where the application of good public relations is essential. Maintain effective relationships with the general public and various community, state, and county officials.
- Investigate accidents, injuries, and acts of vandalism on District property.
- Execute events that are sponsored or co-sponsored by the District.
- Perform other related tasks as assigned by the Board of Directors.
- Oversee website updates and development.
- Conduct research and surveys on a variety of park-related issues, to include the recreational and cultural needs of the District residents and trends in park administration.

QUALIFICATIONS

Knowledge of:

- Fiscal management, including budget preparation and cost control methods.
- The principles and practices of park and recreation planning.

- The principles and practices of public administration, including public relations, organization, and personnel management.
- Local government agencies and their requirements (such as the Brown Act, Public Records, Conflicts of Interest, Budgets, and Purchasing).
- The supervisor process and principles and methods of supervision.

Ability to:

- Communicate effectively.
- Skill in operating a variety of office equipment (such as personal computer, tablets, word processing software, printer/fax machines).
- Read and interpret plans, blueprints, and specifications relating to all facilities.
- Provide financial analysis, recommendations, and fiscal interpretation of data to a broad variety of general public with ranging degrees of expertise.
- Make an analysis and recommendations to the Board of Directors based on studies, community surveys, field observations, and public contacts.

EXPERIENCE AND EDUCATION

A Bachelor's degree from an accredited college or university with major course work in parks and recreation, public or business administration, physical education, or a related field is preferable. Experience in parks and recreation, public or business administration, physical education or a related field, and public agency administration management is desirable and will be considered.

OTHER QUALIFICATIONS

Must possess a valid California driver's license.

Fingerprint clearance is required.

Must possess CPR and First Aid certification within six (6) months from date of hire.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work activities may require working within an indoor, outdoor, and recreational environment.
- May include performance of recreation equipment set up and take down which would include lifting of tables, chairs, and a variety of recreation equipment.
- Work in extreme heat/rain/inclement weather.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to focus.