

DIRECTOR OF PARKS AND TREES

DEFINITION

To plan, coordinate and supervise the activities and operations of the Parks Department; to oversee the maintenance and operation of cultural facilities; to provide administrative staff assistance to the Park Commission; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Administrator and policy direction from the Park Commission.

Exercises direction over management, professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Plans, directs, reviews and evaluates the activities, programs and projects of the Parks Department.

Develops, implements and ensures compliance with all department policies, procedures, goals, objectives, priorities and work standards for the department; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Interprets and ensures department compliance with all federal, state and local laws and regulations, City policies and procedures, and standards of quality and safety.

Selects, assigns, supervises, motivates and evaluates the performance of department personnel; provides for staff training and development opportunities; implements disciplinary and termination processes.

Develops and manages the department budget; ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to ensure sound fiscal control; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Prepares and administers grants for special programs and projects.

Plans, organizes and oversees the beautification and maintenance of City parks, parkways, landscaped areas and related structures; directs the planting and care of trees, shrubs, lawns and other such improvements along public streets or in public places.

Reviews landscape and irrigation plans for new development to ensure compliance with zoning ordinance requirements.

Prepares cost estimates for department projects; oversees construction projects and park improvements.

CITY OF OROVILLE

Plans, coordinates and directs a year-round, City-wide parks program, including the management of cultural facilities.

Promotes public interest in parks and programming through the preparation of preparation of publicity materials and contact with the news media and public groups.

Performs or assists subordinates in performing duties as required, including operating lawn and landscaping equipment.

Ensures the availability of adequate equipment, vehicles, materials and supplies for department projects.

Researches, compiles, interprets and prepares data for studies, reports and recommendations; maintains and reports facility usage statistics.

Confers with and provides professional and technical assistance to City Council, City Administrator, Park Commission and others on matters related to Parks Department functions; makes presentations to City groups and the general public.

Coordinates department activities with those of other departments and divisions, agencies and private groups as appropriate.

Represents the department at City Council, Commission, Board, other City and community meetings; may serve on various committees, boards and commissions as appropriate.

Receives and responds to public inquiries, requests for assistance and complaints regarding department projects and activities.

Monitors legislation and trends in areas of responsibility; evaluates their impact on City operations and recommends and implements policy and procedural improvements.

Coordinates and completes special projects as assigned.

Performs general administrative work as assigned, including but not limited to conducting and attending meetings, scheduling appointments, reviewing correspondence, answering the telephone, picking up supplies, processing invoices, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

Departmental policies, procedures and standards related to parks maintenance and construction projects.

Pertinent federal, state and local laws, regulations, codes and ordinances.

Administrative principles and methods, including goal setting and planning.

Organizational and management practices as applied to the analysis and evaluation of

programs, policies and operational needs.

Parks planning, design and administration.

Species and characteristics of trees and plants, and their maintenance needs.

Building maintenance practices.

Methods, equipment, materials and tools used in the maintenance and beautification of parks, parkways and other public places.

Safe and proper operation of light construction and landscaping equipment.

Research methods and sources of information related to parks maintenance and administration operations.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

Principles and practices of modern office management, communications and effective employee and public relations.

Modern office practices and technology, including the use of computers for word and data processing and spreadsheet applications.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Interpret, analyze and apply pertinent federal, state and local laws, codes, ordinances, rules and regulations pertaining to department administration and operations.

Develop, implement and interpret goals, objectives, policies, procedures and work standards.

Develop, organize and direct the management of City parks, cultural facilities and related programs.

Direct the proper maintenance and care of City landscapes.

Operate department vehicles, equipment and tools with skill and in a safe manner.

Read and understand complex plans, specifications and blueprints.

Analyze complex problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Exercise sound, independent judgment within general policy guidelines.

Select, supervise, train and evaluate staff.

Prepare and administer a comprehensive budget.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Prepare and present comprehensive reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Represent the City effectively in meetings with others.

Interpret departmental projects and programs to the public.

Experience:

Six years of increasingly responsible experience in arboriculture, horticulture, parks maintenance, public works or closely related field, including at least three years in an administrative or supervisory capacity.

Education:

Graduation from an accredited college or university with a Bachelor's degree in forestry, horticulture, arboriculture, public or business administration, or a closely related field.

Substitution:

Additional experience as outlined above may be substituted for two years of college on a year-for-year basis.

Additional Requirements:

Possession of a valid California driver's license.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent travels to various work sites throughout the City to inspect work and supervise crews, which will require exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals, vibration. Worker frequently works past normal office hours for meetings and other events.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.