

**RESOLUTION NO. 2020-21-CC**

**CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO UPDATE THE JOB SPECIFICATION OF THE DIRECTOR OF PARKS & RECREATION POSITION IN THE PARKS & RECREATION DEPARTMENT**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

**WHEREAS**, the City desires to update the job specification of the Director of Parks & Recreation position in the Parks & Recreation Department; and

**WHEREAS**, the City, based on evaluation, has determined that changes are necessary to the job specification of the Director of Parks & Recreation position, as detailed in the proposed Class Specifications & Attributes, attached hereto as Exhibit "A;" and

**WHEREAS**, the City, in consultation with the Human Resources Division and the City Manager, has determined that it is proper to update the job specification of the Director of Parks & Recreation position;

[Remainder of page left blank intentionally]

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves and adopts the proposed amendment to the City's Salary Resolution and Position Classification Plan to update the position of Director of Parks & Recreation in the Parks & Recreation Department.

**SECTION 2.** The City Council hereby approves and adopts the proposed job specification for the Director of Parks & Recreation position, attached hereto as Exhibit "A."

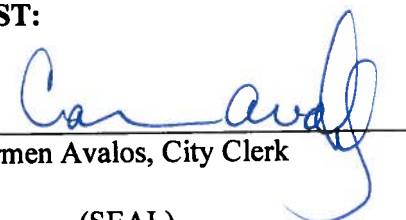
**SECTION 3.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 26<sup>th</sup> day of May 2020.

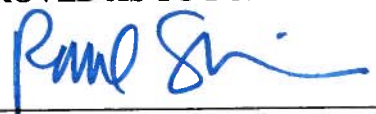
**CITY OF SOUTH GATE:**

By:   
Maria Davila, Mayor

**ATTEST:**

By:   
Carmen Avalos, City Clerk  
(SEAL)

**APPROVED AS TO FORM:**

By:   
Raul F. Salinas, City Attorney

***City of South Gate***  
CLASS SPECIFICATIONS AND ATTRIBUTES

**DIRECTOR OF PARKS & RECREATION**

**DESCRIPTION**

Under direction of the City Manager, plan, organize and direct a diversified program of public recreation and the development and maintenance of park facilities and recreational areas; perform related duties as assigned.

**CLASS CHARACTERISTICS**

The Director of Parks & Recreation is responsible for the management and direction of all Parks & Recreation Department activities. The Director of Parks & Recreation is a member of the Senior Executive Team of the City, also known as the Top Management Group.

**SUPERVISION RECEIVED**

Works under the general administrative direction and supervision of the City Manager.

**SUPERVISION EXERCISED**

Exercises direct supervision over all divisions of the Parks & Recreation Department and all departmental operations and staff.

**ESSENTIAL FUNCTIONS**

*The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

Develop and administer plans for an integrated program of recreational activities and events.

Analyze community needs and interests and design or adapt programs to meet those needs in accordance with available resources and City ordinances.

Oversees the year-round transit programs in the City, including MTA ticket sales, Phone-A-Ride, para-transit programs and County grant-funded programs.

Coordinate departmental recreation programs with schools to exchange use of facilities and eliminate duplication of activities; coordinate departmental activities with commercial and private organizations, public agencies and other communities offering recreational opportunities to stimulate a broad community interest in recreation.

Direct the dissemination of publicity and information on recreation activities and events through the news media, appearances before community groups and personal contacts; advise on recreation and leisure events and use of recreation areas and facilities.

Enlist contributions of recreational and/or park equipment and volunteers to support and expand these on-going activities.

## **DIRECTOR OF PARKS & RECREATION (Cont.)**

Direct and coordinate the grounds and custodial maintenance of parks and park buildings and facilities; review maintenance techniques and use of equipment to evaluate productivity; determine the need for a coordinated Public Works maintenance program in the parks.

Develop and implement park planning in conjunction with other departments and the Parks Commission; conduct surveys, make reports and act as advisor to the Commission.

Supervise the leasing of concessions for parks and the golf course and monitor their operations to ensure satisfactory service to the public.

Prepare annual budget and monitor its status throughout the fiscal year; analyze revenue and expenditure reports; develop new entrepreneurial-type programs that will provide new sources of revenue for the City.

Select and assign new employees.

Assume responsibility for the custody and safeguarding of parks equipment, facilities and property.

Attend City Council meetings, conferences and meetings on park and recreation matters. Attend special recreation, social and cultural events planned by the Department. Direct and participates in the preparation of reports and correspondence and the maintenance of departmental records.

### **QUALIFICATIONS**

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary. A typical way of obtaining the knowledge and abilities would be:

#### **Education and Experience**

A Bachelor's Degree in recreation, park management or public administration and five (5) years of increasingly responsible professional supervisory experience. A Master's Degree in Public Administration or Business Administration is desirable.

#### **Licenses/Certifications/Special Requirements**

Possession of a California Board of Parks Certificate is desirable. Bilingual in English and Spanish is desirable. Possession of a valid California Class C driver's license and a satisfactory driving record is required at time of appointment and throughout employment in this position.

#### **Knowledge, Skills and Abilities**

Knowledge of: the principles and techniques involved in public recreation; modern methods of park developments and maintenance; community problems, needs and resources related to fields of recreation and public parks administration.

Ability to: plan and direct the work of personnel engaged in the development and maintenance of parks and park facilities and in the conduct of recreation programs; integrate citizen participation into effective recreation and parks programs; create effective recreation and parks programs; communicate effectively orally and in writing; prepare communications and reports; perform analytical studies; establish and maintain effective relationships with other governmental agencies, city officials, other employees and the public.

## **DIRECTOR OF PARKS & RECREATION (Cont.)**

### **ADDITIONAL INFORMATION:**

#### **CALIFORNIA DEPARTMENT OF MOTOR VEHICLES (DMV) PULL NOTICE SYSTEM**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status to the City of South Gate on a periodic basis. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, talk and/or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.

DIRECTOR OF PARKS & RECREATION

Revised, 09/06/2002

Revised, 09/09/2003

Revised, 06/25/2013

Revised, 05/26/2020



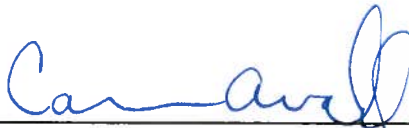
**RESOLUTION CERTIFICATION PAGE**

**STATE OF CALIFORNIA            )**  
**COUNTY OF LOS ANGELES    )    SS**  
**CITY OF SOUTH GATE         )**

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 2020-21-CC was adopted by the City Council at their Regular Meeting held on May 26, 2020, by the following vote:

Ayes:            Council Members:    Davila, Diaz, Rios and Hurtado  
Noes:            Council Members:    Avalos  
Absent:          Council Members:    None  
Abstain:         Council Members:    None

Witness my hand and the seal of said City on June 2, 2020.

  
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Carmen Avalos, City Clerk  
City of South Gate, California

