

RESOLUTION NO. 7632

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE
AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND
CLASSIFICATION PLAN) RECLASSIFYING THE POSITION OF RECREATION
SUPERINTENDENT TO DEPUTY DIRECTOR OF PARKS AND RECREATION IN
THE PARKS AND RECREATION DEPARTMENT, CREATING THE JOB
SPECIFICATION FOR THE POSITION OF DEPUTY DIRECTOR OF PARKS AND
RECREATION AND UPDATING THE SALARY PAY TABLE**

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and 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, an evaluation has been conducted of the position within the Parks and Recreation Department and it has been determined that the Department requires the reclassification of the Recreation Superintendent position to Deputy Director of Parks and Recreation position to accomplish the City's desired results; and

WHEREAS, the City, based on evaluation and consultation with the Parks and Recreation Department has created the proposed Class Specification & Attributes for the Deputy Director of Parks and Recreation position attached hereto as Exhibit "A."

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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 Class Specifications and Attributes to the City's Classification Plan to reclassify the position of Recreation Superintendent to Deputy Director of Parks and Recreation in the Parks and Recreation Department.

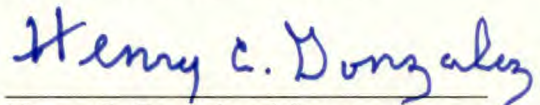
SECTION 2. The City Council hereby approves and adopts the proposed Job Specification for Deputy Director of Parks and Recreation attached hereto as Exhibit "A."

SECTION 3. The City Council hereby approves and adopts the proposed amended Salary Pay Table attached hereto as Exhibit "B."

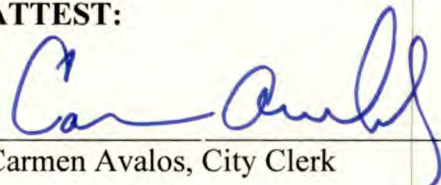
SECTION 5. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 23th day of September 2014.

CITY OF SOUTH GATE:


Henry C. Gonzalez, Mayor

ATTEST:


Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

Exhibit A

City of South Gate CLASS SPECIFICATIONS AND ATTRIBUTES

DEPUTY DIRECTOR OF PARKS & RECREATION

DESCRIPTION

Under general direction, plans, directs and supervises the City's wide range of recreation programs and transit service activities; assists the director with complex tasks and high level coordination among other agencies; supervises staff; performs related duties as required.

CLASS CHARACTERISTICS

This class is distinguished from the Parks and Recreation Director in that the incumbent does not have responsibility for the entire Department; the incumbent is responsible for the day-to-day administration and operation of the recreation and transit divisions, while the Director provides oversight, inter-department coordination, as well as higher level policy coordination. It is distinguished from a Superintendent in that the Superintendent has administrative responsibility over one major division of the department. The incumbent is responsible for the administration of a diversity of activities as currently represented by its two separate divisions. The Deputy Director is also responsible for high level coordination with outside organizations and agencies and for complex assignments such as management of Capital Improvement Projects and Grants.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Parks and Recreation.

SUPERVISION EXERCISED

Supervises supervisors, coordinators and other department staff.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Through appropriate management of assigned staff and personal efforts, plans, develops and directs recreational, cultural and athletic programs for participants from preschool to advanced age groups and annual community programs;

Oversees effective operation of transit services and programs offered or operated by the transit division;

Assists in the development of new programs through identification of changing needs, opportunities, and additional funding sources;

Assists in the development and implementation of department goals, objectives, policies and priorities; recommends appropriate service and staffing levels.

Directs, coordinates and reviews specific activities and procedures prepared by staff; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; evaluates recreation programs and fee structure and recommends changes.

Participates in the interviewing, hiring, training, supervision and evaluation of recreation personnel, including regular and seasonal staff, contract employees and volunteers; works with employees to correct deficiencies; administers and implements disciplinary actions.

Under direction of the Director of Parks & Recreation, provides leadership within community organizations and with community members to develop a cohesive community vision and directing community resources and efforts in a creative and effective manner to achieve desired goals; promotes recreational and transit activities; responds to complaints and requests for information.

Serves as a member of the Department's management team and provides highly responsible and complex administrative support to the Director of Parks & Recreation; assists the Director in overall management of the Department.

Assists with development and implementation of assigned park improvement projects including coordination with other departments; assists with identification and application for applicable grant programs and management of assigned grants.

Prepares division budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; oversees the collection of recreation related fees. Prepares grant applications. Requisitions and purchases materials and supplies. Monitors and manages contractual agreements.

Monitors and evaluates program attendance, participant responses and costs and makes recommendations regarding the continuance or cancellation of programs; assesses and monitors workload, administrative and support systems; identifies and recommends areas of improvement; inspects and evaluates the adequacy of existing recreation facilities and recommends alterations and additions, as needed.

Collects and analyzes data; prepares and supervises the maintenance of a variety of records and reports; oversees the preparation of brochures and bulletins concerning recreation activities and events.

QUALIFICATIONS

Training and Experience

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: a Bachelor's degree from an accredited four-year college or university in physical education, recreation, sociology, public administration or related field AND five (5) years of professional level supervisory experience in recreation or transit services. Additional professional experience may substitute for the education requirement on a year-for-year basis.

License/Certification/Special Requirements

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. Possession of a California Board of Parks and Recreation Certificate is desired.

Knowledge, Skills, and Abilities

Knowledge of: theories, principles and practices of public recreation and leisure programs; modern methods, techniques, principles and procedures for the development and administration of recreation programs and facilities; laws, regulations and safety measures applicable to recreation programs; public relations and marketing techniques; methods for identifying community recreation needs and promoting community participation; principles and practices of customer service and public contact; principles of supervision, training and performance evaluation; administrative, budgetary and personnel management principles as practiced in public agencies.

Ability to: develop, administer and promote community recreation and leisure programs; analyze, interpret and explain department policies and procedures; exercise sound judgment; deal constructively with conflict and develop effective resolutions; supervise, motivate, train and develop staff; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; conduct studies, analyze data and prepare and present concise written and oral reports; establish and maintain cooperative working relationships.

ADDITIONAL INFORMATION:

CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (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 on a periodic basis to the City of South Gate. 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 walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. 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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. Incumbents are not substantially exposed to adverse environmental conditions.

RECREATION SUPERINTENDENT

Created October, 1997

Revised March, 2009

DEPUTY DIRECTOR OF PARKS & RECREATION

Revised September, 2014

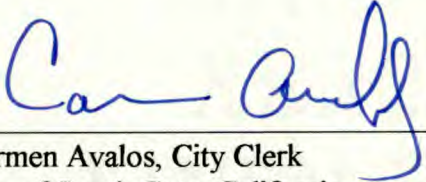
RESOLUTION CERTIFICATION PAGE

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. 7632 was adopted by the City Council at their Regular Meeting held on September 23, 2014, by the following vote:

Ayes: Council Members: Gonzalez, Morales, Davila, De Witt and Hurtado
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Witness my hand and the seal of said City on October 7, 2014.



Carmen Avalos, City Clerk
City of South Gate, California