

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AREA MANAGER II - 1131

DEFINITION:

Under direction, to supervise and coordinate, through subordinate supervisors, area-wide recreation programs and activities, facility maintenance, and grounds maintenance functions in (1) an area having more than one major recreation center or a combination of a large, medium, and/or small center requiring very difficult and sensitive community liaison work; or (2) a significant regional community recreation center; to supervise and coordinate City-wide cultural and art programs and Balboa Park facility maintenance; to manage and coordinate municipal golf course maintenance and operations; to manage and coordinate City lakes maintenance and operations.

*** EXAMPLES OF DUTIES:**

- Coordinates the work of, and provides overall supervision and guidance to, subordinate recreation center, swimming pool, playground, and grounds and facility maintenance personnel;
- Initiates, modifies, and deletes recreation programs;
- Determines community needs;
- Plans, organizes, conducts, supervises all special events;
- May conduct face-to-face program leadership at recreation center where assigned;
- Through subordinate directors of other recreation centers, supervises the development, organization, and administration of recreation programs to meet diverse community needs and interests;
- Reviews program recommendations and formulates decisions from recommendations made;
- Interprets and explains park and recreation programs and policies to community organizations, including recreation councils, area committees, and other groups and works with the organizations on various types of projects and programs;
- Resolves difficult and sensitive complaints;
- Administers area-wide planning, research, and training programs;
- Coordinates and supervises City-wide cultural activities and art programs or City-wide athletic programs;
- Supervises grounds and facility maintenance work at the recreation center or facility where assigned;
- Through subordinate directors of other centers in the area, coordinates general maintenance programs;
- Coordinates and develops area-wide maintenance programs for satellite activities such as athletic fields, playground areas, neighborhood and community parks, and undeveloped parks;
- Through subordinate supervisors, oversees the reconstruction, repair, and maintenance of a major municipal golf course site;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Plans, supervises, and reviews the work of subordinates engaged in municipal golf course operations and tournament programs;
- Prepares annual budget estimates for the area or function overseen including recommendations for staff, supplies, and equipment;
- Inspects and administers contract maintenance agreements, and tennis court and building operation leases/permits;
- Monitors work schedules and the use of budget staff hours;
- Arranges for and coordinates the services of other City departments and contractual agencies;
- Prepares a variety of reports, maintains records, and monitors the operation of special fund accounts;
- Makes presentations to community groups;
- Assigns, trains, and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units- 12 semester/180 quarter), **AND** two years of full-time experience as a Recreation Center Director I, Recreation Center Director II, Recreation Center Director III, Recreation Specialist, or equivalent experience with the City of San Diego; **OR** two years of full-time experience as a Grounds Maintenance Supervisor or Utility Supervisor with the City of San Diego; **OR** two years full-time professional-level recreation experience which must include: planning and directing all operations at a regional park or open space park, community center, playground, swimming facility, or recreation facility, including planning and administering a variety of recreation and/or park interpretative programs and special events; managing/supervising employees, and directing building/grounds maintenance and security; **OR** two years full-time professional-level grounds maintenance experience which must include one of the following: writing/administering grounds maintenance contracts for a large organization/facility (e.g., stadiums golf courses, public water parks, neighborhood/community/regional/coastal parks, leisure parks, recreational theme parks) and/or managing/supervising crews engaged in grounds maintenance functions at these types of facilities.