

RESOLUTION NO. 7561

**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)
UPDATING THE DIRECTOR OF PARKS AND RECREATION CLASS SPECIFICATION,
SALARY RANGE AND FRINGE BENEFITS**

WHEREAS, the City continues to evaluate its staffing needs as well as determine what is fair and just as it related to employees performing certain tasks; and

WHEREAS, the City must, from time to time, update positions that are determined to be necessary to the efficient operation of the City and the services provided to its residents; and

WHEREAS, the City Manager, in consultation with the City Council, has determined that it is proper to update the Director of Parks and Recreation salary range and fringe benefits;

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

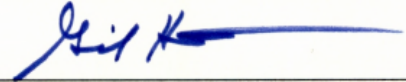
SECTION 1. Resolution No. 6454 relating to Salaries and Position Classifications is hereby amended by updating the Director of Parks and Recreation class specifications and including a new salary range and fringe benefits as referenced in the attachment as "Exhibit A."

[Remainder of this page left blank intentionally]

SECTION 2. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

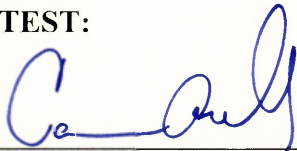
PASSED, APPROVED and ADOPTED this 25th of June, 2013.

CITY OF SOUTH GATE:



Gil Hurtado, Mayor

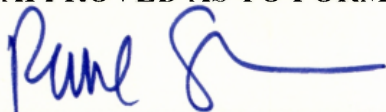
ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

EXHIBIT "A"

City of South Gate

CLASS SPECIFICATIONS AND ATTRIBUTES

DIRECTOR OF PARKS AND 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 parks operations and staff.

ESSENTIAL FUNCTIONS

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

Develop and administer plans of 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 M.T.A. ticket sales, Phone-A-Ride, para-transit programs and County grant-funded programs.

Coordinate departmental recreation program 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 group and personal contacts; advise on recreation and leisure events and use of recreation areas and facilities;

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

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 requirements 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.

DIRECTOR OF PARKS AND RECREATION

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

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

Select and assign new employees for training.

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

Training and Experience

Any combination equivalent to a Bachelor's Degree in recreation, park management or public administration and five (5) years of increasingly responsible supervisory professional experience. A Master's Degree in Public Administration or Business Administration is desirable. Possession of a California Board of Parks Certificate is desirable. Bilingual in English and Spanish is desirable. Possession of or ability to obtain a California Class C driver's license and a satisfactory driving record is required.

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.

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 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.