



## DEPUTY DIRECTOR OF PARKS AND RECREATION

SALARY (MONTHLY): \$11,205.16 - \$14,300.94

JOIN OUR TEAM

The City of Barstow is seeking a dynamic, innovative, and community-focused **Deputy Director of Parks & Recreation** to help lead the next chapter of parks, recreation, and community services in our growing and evolving community. This is an exciting opportunity for an experienced professional who is passionate about creating vibrant public spaces, delivering exceptional recreational programs, developing strong community partnerships, and turning ideas into meaningful experiences for residents of all ages.

As Deputy Director, you won't simply manage programs—you'll have the opportunity to **shape services, strengthen a team, and help create places and programs that bring our community together. If you are a collaborative leader who brings energy, creativity, accountability, and a genuine commitment to public service, we invite you to bring your talents to Barstow and help us build what's next.**

Under administrative direction of the City Manager, Assistant City Manager, or designee, the Deputy Director of Parks and Recreation serves as the second-in-command for assigned parks and recreation functions; plans, organizes, directs, and evaluates departmentwide recreation programs, parks, facilities, open spaces, and related services; provides highly responsible and complex professional and administrative support; and acts for the department director or designated department head during absences or as assigned. The Deputy Director exercises substantial independent judgment in implementing City policies, administering complex programs and projects, managing resources, and representing the City before the City Council, commissions, community organizations, partner agencies, and the public.

This is an at-will, unrepresented management position that serves at the pleasure of the City Manager. The employee may be removed from the position at any time, with or without cause, subject to applicable law and City policy.

### SUPERVISION EXERCISED

Exercises direct and indirect supervision over professional, supervisory, technical, maintenance, recreation, and administrative support staff. Provides direction to contractors, consultants, volunteers, and program partners. May act as department director or designated department head in that person's absence or as assigned.

### ESSENTIAL FUNCTIONS

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or maybe required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plan, organize, direct, and evaluate departmentwide parks and recreation services, including preschool, youth, after-school, summer, senior, cultural, aquatics, youth and adult sports, instructional classes, special events, parks, facilities, and open-space programs.
- Ensure departmental operations comply with applicable federal, state, and local laws, regulations, ordinances, contracts, grants, safety requirements, accessibility standards, and City policies and procedures.

- Evaluate service levels, participation, cost recovery, community needs, operational performance, and program outcomes; develop performance measures and implement improvements that support equitable, efficient, and responsive service delivery.
- Assisting developing and implementing departmentwide goals, strategic plans, master plans, policies, priorities, service standards, and long-range initiatives for recreation, parks, facilities, and open spaces; advise executive management and elected officials regarding operational and policy matters.
- Direct preparation and administration of assigned operating and capital budgets; forecast revenues and expenditures; monitor cost recovery, fees, purchasing, cash-handling controls, invoices, purchase orders, and financial performance; recommend budget adjustments and resource allocations.
- Direct preparation of requests for proposals and bids participate in consultant and contract or selection; negotiate, administer, and evaluate contracts, leases, use agreements, concessions, and professional-service agreements.
- Lead, develop, supervise, and evaluate a multidisciplinary workforce directly and through subordinate supervisors.
- Lead development and implementation of parks, recreation, and facility components of the Capital Improvement Program; identify infrastructure needs, establish, develop funding strategies, and coordinate planning, design, construction, acceptance, and closeout of capital projects.
- Oversee major maintenance, rehabilitation, and improvement projects; review schedules, cost estimates, plans, specifications, materials, equipment, and work quality; coordinate with City departments, consultants, contractors, and regulatory agencies to ensure timely and compliant completion.
- Direct the inspection, maintenance, repair, safety, accessibility, and lifecycle management of parks, athletic fields, playgrounds, recreation facilities, aquatic facilities, trails, landscaping, equipment, and open spaces; develop preventive-maintenance and asset-replacement programs.
- Represent the department and City at City Council and commission meetings and before residents, governmental agencies, school districts, community groups, businesses, nonprofit organizations, and regional partners; prepare and present staff reports, recommendations, and public information.
- Direct planning and implementation of City wide events and community initiatives, including interdepartmental coordination, permits, safety, logistics, sponsorships, vendors, accessibility, risk management, and post-event evaluation.
- Establish inventory, procurement, fleet, equipment, technology, and replacement priorities; ensure purchases comply with adopted budgets, competitive-procurement requirements, internal controls, and City policies.
- Oversee public outreach, program marketing, community engagement, registration information, website content, and informational materials in coordination with the City's communications functions.
- Direct preparation and maintenance of operational records, agreements, reports, statistics, policies, procedures, correspondence, and City Council agenda materials; ensure records are accurate, complete, and retained in with City requirements.
- May oversee work-release, volunteer, internship, and community-service programs and ensure appropriate supervision, documentation, safety, and coordination with partner agencies.
- Identify and pursue grants, donations, development-impact funding, partnerships, and other revenue opportunities; oversee grant applications, agreements, reporting, reimbursement, audits, and compliance.
- Develop and administer sponsorships, joint-use arrangements, cooperative programs, and public-private partnerships that expand services and leverage City resources.
- Respond to and resolve complex, sensitive, or high-profile inquiries and complaints; explain City policies and decisions and negotiate practical solutions among competing interests.

- Serve as acting department director or designated department head during absences or as assigned, with authority to make operational and administrative decisions within established policy and budget.
- Coordinate department activities with other City departments and outside agencies; participate in emergency planning and response, risk-management activities, and Citywide strategic initiatives.
- Perform related duties as assigned.

At time of application)

Knowledge of:

- Principles and practices of public administration, organizational management, strategic planning, and municipal service delivery.
- Contemporary principles, methods, facilities, equipment, and service-delivery strategies used in parks, recreation, aquatics, sports, cultural programming, special events, and open-space administration.
- Municipal budgeting, revenue forecasting, cost recovery, fee development, purchasing, contracting, grants administration, and financial controls.
- Principles and practices of leadership, supervision, employee development, labor relations, performance management, and organizational change.
- Applicable federal, state, and local laws, regulations, ordinances, and standards governing parks and recreation operations, public contracting, workplace and public safety, accessibility, risk management, and public-agency administration.
- Community engagement, public information, program marketing, partnership development, and methods for assessing community needs and service outcomes.
- Techniques for effective public communication, facilitation, negotiation, conflict resolution, and customer service in politically sensitive environments.

Skill and Ability to:

- Provide executive-level leadership and establish effective working relationships with elected officials, executive management, employees, labor representatives, contractors, partner agencies, community organizations, and the public.
- Communicate complex operational, financial, and policy information clearly and respond effectively to questions from officials, staff, community partners, and the public.
- Analyze complex operational, organizational, financial, and community issues; evaluate alternatives; exercise sound independent judgment; and implement effective solutions.
- Develop inclusive outreach and engagement strategies that increase participation and ensure programs reflect diverse community needs.
- Remain current on legislation, funding, technology, sustainability, accessibility, safety, and best practices affecting parks and recreation administration.
- Develop and administer complex operating and capital budgets, contracts, grants, fees, and revenue programs.
- Prepare clear, concise, and persuasive staff reports, policies, presentations, agreements, correspondence, and other complex documents.
- Lead, develop, supervise, and evaluate a multidisciplinary workforce directly and through subordinate supervisors.
- Plan and oversee complex programs, capital projects, special events, and interagency initiatives.
- Establish priorities, allocate resources, manage competing deadlines, and deliver high-quality work within established schedules and budgets.

- Communicate clearly, persuasively, and professionally, both orally and in writing, including in public meetings and media-sensitive settings.
- Serve as a disaster service worker and perform assigned emergency-management, shelter, recovery, or continuity-of-operations duties.

## **QUALIFICATIONS**

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree from an accredited college or university with major coursework in recreation administration, parks and recreation management, public administration, business administration, or a closely related field, and seven (7) years of increasingly responsible professional experience in parks, recreation, facilities, community services, or a related municipal program area, including at least three (3) years of management or supervisory experience. Experience in a public agency is highly desirable.
- Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying.

### **LICENSE(S) REQUIRED:**

- Valid state-issued Driver's License and a good driving record.
- Possession of, or ability to obtain within a city-established period, valid First Aid and CPR certifications may be required based on assignment.

## **WORK ENVIRONMENT**

Must be performed with or without reasonable accommodations)

- Work is performed in office, public-meeting, recreation-facility, park, aquatic, special-event, and other indoor and outdoor environments. The position requires attendance at evening and weekend meetings or events, response to emergencies, and occasional work outside normal business hours.
- Fieldwork may involve exposure to extreme weather, uneven terrain, water and pool environments, moving equipment, noise, chemicals, crowds, and other operational hazards. Positions in this classification typically require reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and performing repetitive motions, with or without reasonable accommodation.
- Medium Work: The position requires exerting 20 to 50 pounds of force occasionally, 10 to 25 pounds of force frequently, and up to 10 pounds of force constantly to move objects. The physical-demand requirements exceed those of light work.