

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**LAKES PROGRAM MANAGER - 1599**

**DEFINITION:**

Under direction, to plan, direct, and administer the City Lakes Recreation Program; and to perform related work.

**\* EXAMPLES OF DUTIES**

- Plans, directs, and administers the City Lakes Recreation Program, which includes fishing, hunting, boating, and recreational body contact sports, and management of property including dams and watershed lands surrounding the reservoirs;
- Recommends and develops policies and regulations related to the lakes recreation program;
- Conducts complex administrative and organization studies which include program cost/benefit analyses and feasibility studies related to the expansion of recreational activities on municipal reservoirs;
- Represents the City before various regulatory agencies, commissions, boards, citizen advisory groups, and task forces;
- Makes presentations to City Council and other official bodies;
- Researches and negotiates grant funding for capital improvement projects;
- Reviews and advises on legislation which may impact the lakes recreation programs;
- Coordinates activities with other City departments;
- Prepares and monitors the lakes recreation program budget;
- Manages and supervises the diving and code enforcement programs at the City's water reservoirs;
- Provides administrative supervision for the wildlife and biological environment of City reservoirs;
- Develops promotional material and brochures to publicize the program;
- Prepares a variety of reports and news releases;
- Directs and evaluates the work of subordinates;
- Performs related administrative duties, as required.

**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 = 120 semester/180 quarter); **AND** three years of full-time lakes recreation

- \* **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.

program experience. Qualifying experience must include the following: developing, coordinating, and administering a lakes recreation program such as fishing, hunting, boating, and recreational body contact sports programs; and managing water facilities, including dams and watershed lands surrounding reservoirs.