

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

AREA MANAGER II

DEFINITION:

Under direction, to supervise and coordinate 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;
- Provides staff support to recreation councils and interprets programs and policies to community organizations and citizens groups;
- 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;
- Directly 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;
- 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;
- 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;
- 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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree; **AND** two years of experience as a Grounds Maintenance Supervisor or Utility Supervisor supervising grounds maintenance functions with the City of San Diego **OR** two years experience as a Recreation Center Director I, II, or III, or Recreation Specialist with the City of San Diego.

- * **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.