

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DISTRICT MANAGER – 1418

DEFINITION:

Under direction, through subordinate supervisors, to plan, coordinate, and manage general and specialized recreation programs and grounds and facilities maintenance for a district comprising several community park and recreation areas; to coordinate and manage Balboa Park recreation programs, facilities maintenance, and grounds maintenance functions; to coordinate and manage Mission Bay Harbor Patrol operations, Mission Bay Park maintenance, and ocean and bay beach maintenance function; to perform City-wide park maintenance support functions, or City lakes operations and City-wide open space maintenance; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs and assists subordinate supervisors in developing and managing grounds and facilities maintenance and recreational programs;
- Coordinates and manages, through subordinate supervisors, recreation programs and specialized recreation programs;
- Coordinates and manages City-wide maintenance support functions, including heavy maintenance and hauling, park services, swimming pool operation and maintenance, mowing and sweeping functions, and tree maintenance services;
- As the manager of a boating safety operation, reviews investigations of emergencies and accidents, ensures uniform enforcement of regulations, coordinates activities with those of other governmental and law enforcement agencies, coordinates and manages safety programs and special aquatic activities, and oversees district-wide grounds and facilities maintenance functions;
- Oversees and manages City-wide lakes operations/maintenance and City-wide open space maintenance functions;
- Enforces Federal, State, and local environmental regulations;
- Administers district-wide contractual programs and services;
- Determines training, staffing, and equipment needs;
- Plans and develops training programs;
- Develops work schedules and establishes operational guidelines;
- Coordinates activities with other divisional and departmental operations;
- Assists in program and policy formulation and ensures compliance with administrative regulations and divisional policies;
- Prepares annual budget estimates and recommends and monitors expenditures;
- Assigns special work projects;
- Inspects work in progress and after completion to determine effectiveness;
- Maintains liaison with, and attends meetings of, community groups and advisory committees to explain activities, receive input on programs, and solicit support;

* **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.

- Resolves major complaints and district-wide problems; selects, trains, and rates the work performance of appropriate subordinates;
- Makes presentations to community groups and park advisory committees, including the Parks and Recreation Board;
- Prepares special reports;
- 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 Announcement 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** two years of full-time professional experience as an Area Manager I or II with the City of San Diego, **OR** four years of full-time professional experience as a Recreation Center Director I, Recreation Center Director II, Recreation Center Director III, Recreation Specialist, Supervising Recreation Specialist, or Senior Park Ranger with the City of San Diego, **OR** four years of full-time equivalent professional recreation experience which must include: planning and directing all operations at a regional park, open space park, coastal park, community center, playground, swimming facility, or recreation facility; planning and administering a variety of recreation programs and special events; and supervising employees and directing building/grounds maintenance and security, **OR** two years of full-time professional experience as a Grounds Maintenance Manager with the City of San Diego, **OR** four years of full-time professional experience as a Grounds Maintenance Supervisor or Utility Supervisor supervising grounds maintenance functions with the City of San Diego, **OR** four years of full-time equivalent professional grounds maintenance experience which must include: writing or administering grounds maintenance contracts for large organizations or facilities such as neighborhood parks, community parks, leisure parks, and recreational theme parks; and supervising multiple crews engaged in grounds maintenance functions at the facilities mentioned above.