

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

DISTRICT MANAGER

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; Balboa Park recreation programs, facilities maintenance, and grounds maintenance functions; Mission Bay Harbor Patrol operations, Mission Bay Park maintenance, and ocean and bay beach maintenance function; City-wide park maintenance support functions; or City lakes operations and City-wide open space maintenance.

* EXAMPLES OF DUTIES:

- Directs and assists subordinate supervisors in developing and managing grounds and facilities maintenance and recreational 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;
- 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;
- Resolves major complaints and district-wide problems; selects, trains, and rates the work performance of appropriate subordinates;
- 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.

College graduation with a Bachelor's degree in Recreation, Park Management, or a related field; AND two years of experience supervising general recreation programs and facilities or grounds maintenance functions at a level of responsibility equivalent to the City of San Diego classifications of Area Manager I or II, or Grounds Maintenance Manager.

- * **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.