

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LAKES PROGRAM MANAGER

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 recreational body contact sports and management of property 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, citizens 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;
- 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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** three years of experience developing, coordinating and administering a lakes recreation program. Possession of a valid California Class C Driver's License.

- * **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.