

EAST BAY REGIONAL PARK DISTRICT

CHIEF, INTERPRETIVE AND RECREATION SERVICES

GENERAL FUNCTION:

Under general direction, this position provides direction and overall management of the day-to-day operations of educational, aquatic and recreational programs and services available to District parks users. Performs representational duties related to assigned programs.

ESSENTIAL FUNCTIONS:

Serves as a middle manager, directly supervising subordinate managers and supervisors in the related areas of environmental education/interpretation, aquatics and outdoor recreation. Establishes goals and objectives, and assesses the variety and quality of available services and programs, making adjustments as needed. Key program objectives include addressing the multi-cultural and socio-economic diversity of the serviced population and expanding services through self-sustaining fees, grants and gifts. Exercises first level supervisory responsibilities over a staff of professional and support employees. Exercises second through fourth level supervisory responsibilities over a large workforce of permanent, seasonal and temporary professional, technical, and administrative staff and indirectly over a large number of volunteers. Within the Department, establishes, promotes and monitors professional education and recreation service standards. Manages assigned programs through coordinated leadership assuring the Department meets specifically assigned ongoing and annual operational and financial objectives. Sets standards, reviews, edits printed material produced for public use or marketing. Assumes overall responsibility for a large Operating Budget and develops, justifies and defends proposed budget submissions. Resolves intra-departmental problems and issues and coordinates with other District managers on broader problems and issues. Serves on many internal and external committees, working groups and/or ad hoc task forces, providing program expertise and contributing to the attainment of successful results.

Individually, serves as a District representative to various educational and/or recreational related external organizations, e.g., Fremont Liaison Committee and Chabot Science Center and other committees as assigned. Maintains relationships with professional organizations to stay abreast of innovations and trends in the delivery of effective interpretive/environmental education and recreation programs and services. On call to respond to a wide range of potential public programmatic, or operational emergencies, as well as disasters caused by fire, flood, earthquake, or other natural events.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree from an accredited college or university in a natural science, marketing, public administration, park and recreation administration, business administration, or closely related field.
- Experience: Six years of experience in providing nature interpretive/education or recreational programs, two of which must have been at the middle management level.

EAST BAY REGIONAL PARK DISTRICT
CHIEF, INTERPRETIVE AND RECREATION SERVICES JOB DESCRIPTION
PAGE 2

Substitution: A Master's degree in a natural science, parks and recreation, public administration or closely related field may be accepted as an equivalent to a maximum of two of the required six years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE SKILLS AND ABILITIES:

Thorough knowledge of professional environmental education, interpretation and recreation programming methods, techniques, principles and practices. In addition, an adequate knowledge of public program management is required. Must possess significant knowledge of management and supervisory principles and practices, and sound judgment and leadership skills. Well-developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California state driver's license is a condition of initial and continued employment in this position.

REPORTS TO: Assistant General Manager for Operations

Employment Category: Management, Range MG05
Adopted by Board: 01/14/1986
Revision Approved by General Manager: December 21, 2001
Revision Adopted by Board: May 21, 2002
Resolution No.: 2002-5-111
Revision Approved by General Manager: October 28, 2005