

CITY OF DANA POINT
AGENDA REPORT

Reviewed By:	
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CA	___

DATE: JUNE 23, 2004

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: DOUGLAS C. CHOTKEVYS, CITY MANAGER

SUBJECT: ADOPTION OF CLASS SPECIFICATION FOR EXISTING PARKS SUPERVISOR POSITION

RECOMMENDED ACTION:

That the City Council adopt a Resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ADOPTING A CLASS SPECIFICATION FOR THE BUDGETED POSITION OF PARKS SUPERVISOR

DISCUSSION:

In the adopted FY 03-04/04-05 Budget, the position title and salary range of Parks Supervisor was approved in the Department of Public Works and Engineering Services. Formal adoption of the class specification, however, was held off until after the budget approval. The City is working to update the City's classification plan and at this time is requesting that the City Council formally adopt the class specification for the Parks Supervisor position. The class specification is included in this report as [Exhibit 1](#).

FISCAL IMPACT:

None.

ALTERNATIVE ACTIONS:

As determined by Council.

ACTION DOCUMENTS:

Page No.

- A. [A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ADOPTING THE CLASS SPECIFICATION, PARKS SUPERVISOR.....](#)3

SUPPORTING DOCUMENTS:

None.

ACTION DOCUMENT A

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ADOPTING A CLASS SPECIFICATION FOR PARKS SUPERVISOR

WHEREAS, pursuant to the City's Personnel Ordinance, the City Manager has the authority to hire, set salaries, and adopt personnel policies; and

WHEREAS, the City Manager recommended and the City Council approved the position title and salary range of Parks Supervisor in the FY 03-04/04-05 budget; and

WHEREAS, the City Manager recommends the formal adoption of the class specification for the position title of Parks Supervisor.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The following class specification is hereby adopted:

Parks Supervisor (Exhibit 1)

SECTION 2. All prior Resolutions and parts of Resolutions in conflict with this Resolution are hereby rescinded.

PASSED, APPROVED AND ADOPTED this 23rd day of June, 2004

JOE SNYDER, MAYOR

ATTEST:

SHARON STREET, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF DANA POINT)

I, Sharon Street, City Clerk of the City of Dana Point, do hereby certify that the foregoing Resolution No. 04-06-23-__ was duly adopted and passed at a regular meeting of the City Council on the 23rd day of June, 2004, by the following roll-call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

SHARON STREET
CITY CLERK

EXHIBIT 1

*The City of Dana Point
33282 Golden Lantern
Dana Point, CA 92629*

PARKS SUPERVISOR**DEFINITION:**

Under the direction of the Parks Manager to assist in planning, organizing and monitoring activities and programs within the City's Parks Division and assist in developing policies, plans, procedures, and programs.

CLASS CHARACTERISTICS:

The Parks Supervisor reports directly to the Parks Manager. The incumbent may provide direction to contracted staff.

This is a one-position class and is designated as a Non-Exempt position under FLSA standards.

EXAMPLES OF DUTIES: Typical duties assigned to this position include, but are not limited to:

1. Assist the Parks Manager in planning and organizing the activities, levels of service, and new programs of the Parks Division.
2. Enforce operating and maintenance standards and procedures.
3. Monitors the work of park maintenance crews.
4. Enforce safety rules and regulations.
5. Assist in implementing and monitoring the department's annual Capital Improvement and Maintenance Operations budgets.
6. Assist in implementing principles and practices of a land use planning development, acquisition, maintenance and conservation.
7. Research, prepare and present oral and written reports; prepares letters and memoranda.
8. Assist in reviewing and evaluating the department's facilities, operations and maintenance for compliance with laws, rules, regulations, agreements, and contracts.
9. Assist the Parks Manager in areas such as studies for acquisition, design and development, maintenance and rehabilitation; working with design consultants, landscape maintenance contractors, building maintenance contractors, construction contractors, and various inspectors in the supervising of all park operations; administering street tree maintenance and contract landscape and irrigation improvements; and maintaining accurate records regarding contract compliance and construction progress.
10. Assist with Americans with Disability Act compliance, SB198 safety officers; department grant applications and park permits.

MINIMUM QUALIFICATIONS:**Knowledges:**

General knowledge of planning, organizing, supervising, and administering parks activities including maintenance, contract administration, facility planning and development, recreation programming, and intra and inter-agency coordination.

General knowledge of supervising, evaluating, motivating and training assigned staff.

General knowledge of implementing and monitoring a budget including program, capital improvements, personnel and equipment recommendations.

Knowledge of landscape maintenance techniques, CEQA compliance procedures, plan check duties, facility inspection areas, irrigation system maintenance, plant material, construction techniques, and building codes.

Knowledge of modern office procedures, methods, and equipment including computer software programs.

Pertinent federal, state and local codes, laws and regulations.

General knowledge of business English, spelling, punctuation, grammar and arithmetic.

Abilities:

Effectively communicate both verbally and in writing with a diverse variety of individuals and groups in carrying out the division's activities.

Organize and present written and oral reports.

Supervise and evaluate the work of assigned staff.

Education and Experience:

Equivalent to a bachelor's degree in parks, public recreation or leisure services or four years of related experience.

Licenses:

Possession of or ability to obtain a valid California Driver's License