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# CITY OF SACRAMENTO

## DEPARTMENT OF PERSONNEL

PERSONNEL MANAGEMENT SERVICES DIVISION  
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DONNA L. GILES  
DIRECTOR OF PERSONNEL

July 14, 1986

City Council  
Sacramento, California

Honorable Members in Session:

SUBJECT: PROPOSED EXEMPT CLASSIFICATION - DEPUTY DIRECTOR OF PARKS AND  
COMMUNITY SERVICES

CITY MANAGER'S OFFICE  
**RECEIVED**  
JUL 16 1986

**APPROVED**  
BY THE CITY COUNCIL

JUL 22 1986

OFFICE OF THE  
CITY CLERK

### SUMMARY

This report recommends establishment of an exempt management classification entitled Deputy Director of Parks and Community Services with a salary range of \$4,322.59 - \$5,254.08 per month.

### BACKGROUND AND ANALYSIS

The Department of Parks and Community Services has grown in recent years to a point that reorganization of the management staff is necessary to meet the goals and objectives of the Department. The single-position class of Deputy Director of Parks and Community Services was created to provide assistance to the Director in the management of the Department's administration, including fiscal and management services, resource development and management, fund development, and planning and development.

The proposed salary for the new classification is \$4,322.59 - \$5,254.08 per month. The salary is the same as the Assistant Director of Parks and Community Services, a classification which requires comparable qualifications and has a similar level of responsibility.

It is proposed that this classification be placed in the Management Unit due to the comparable nature of the class with other classifications within the unit.

### FINANCIAL DATA

There is no financial impact since funds for the new classification have been appropriated in the current budget.

RECOMMENDATION

It is recommended that the City Council amend Resolution 85-998 to effect the following:

1. Establishment of the salary of \$4,322.59 - \$5,254.08 per month for the Deputy Director of Parks and Community Services.
2. Placement of the Deputy Director of Parks and Community Services in the Management Unit.
3. Designation of the Deputy Director of Parks and Community Services as an exempt classification.

Respectfully submitted,

  
 Donna L. Giles  
 Director of Personnel

RECOMMENDATION APPROVED:

  
 Walter J. Slife  
 City Manager

DLG/sa (1560p)

# RESOLUTION NO. 86-549

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

JULY 14, 1986

AMENDING RESOLUTION 85-998 RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY, AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 85-998 IS AMENDED AS FOLLOWS, EFFECTIVE JULY 26, 1986:

Section 1.

Exhibit A, Salary Schedules, Schedule #01, Management Unit, salaries, is amended by:

- a. The addition of the classification of Deputy Director of Parks and Community Services, with a salary of \$4,322.59 - \$5,254.08.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the:

- a. Addition of the classification of Deputy Director of Parks and Community Services to the Management Unit.

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended as follows:

The classification of Deputy Director of Parks and Community Services is added.

\_\_\_\_\_  
ANNE RUDIN, MAYOR

ATTEST:

\_\_\_\_\_  
LORRAINE MAGANA, CITY CLERK

(1561p)

**APPROVED**  
BY THE CITY COUNCIL

JUL 22 1986

OFFICE OF THE  
CITY CLERK

DEPUTY DIRECTOR OF PARKS AND COMMUNITY SERVICES  
(Exempt)

DEFINITION:

To assist the Director of Parks and Community Services in the management of the Department's administration, including fiscal and management services, resource development and management, fund development, and planning and development.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by the Director of Parks and Community Services.

Responsibilities include the direct and indirect supervision of administrative, professional, technical, and clerical personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Manage capital improvement programs for the department; develop short and long-range capital improvement plans and related financial plans.

Assist in evaluating policies, rules, and regulations.

Prepare various reports for the City Council and Board of Supervisors.

Represent the Director/Department before various commissions and advisory bodies.

Prepare and monitor the annual department budget.

Coordinate and implement comprehensive marketing and promotion plans for department services.

Manage the Department's computer system; implement staff training programs and software systems that will improve departmental operations.

Maintain an aggressive program of grant writing, public and corporate fundraising, and volunteer programs.

Develop and implement a concession management program that includes the development of new revenue producing facilities.

Perform related duties as assigned by the Director of Parks and Community Services.

QUALIFICATIONS:

Knowledge of:

Principles used in the administration of parks, recreational, cultural, and community educational programs.

Public administration, personnel management, administrative analysis, budgeting, computers, fundraising, marketing and promotion, and facility planning and development.

Ability to:

Plan, organize, and direct a comprehensive administrative and planning program to meet the parks, recreational, cultural, and community educational needs of the community.

Collect and analyze data and present recommendations to the Director.

Develop comprehensive reports on issues dealing with the Department.

Select, train, supervise, and evaluate subordinates.

Establish and maintain effective relationships with those contacted in the course of work.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of administrative experience in the following areas: budgeting, planning, development, computers, fundraising, concession management, and financial analysis.

Education:

Graduation from an accredited college or university with major coursework in public administration, business administration, park and recreation administration, or a closely related field. A master's degree from an accredited college or university with major coursework in public administration, business administration, park and recreation administration or a closely related field is desirable.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:  
(0211s)