

Chapter 13

**PARKS AND RECREATION
DIRECTOR**

- Sec. 13-1: Office Established;
Appointment and Removal
- Sec. 13-2: Duties

**Sec. 13-1. Office Established;
Appointment and Removal.**

There is hereby established the office of Parks and Recreation Director, which office shall be filled by appointment of the Mayor, with consent of the Council, who shall hold office for the duration of such appointment or until such time as the Parks and Recreation Director may be removed by the Mayor, or as provided by law.

Sec. 13-2. Duties.

The Parks and Recreation Director shall have the following specific duties, powers, and responsibilities:

- A. Under the direction of the City Supervisor, the Parks and Recreation Director shall plan, organize, and direct the operation, maintenance, and development of the City's Parks and Recreation programs, services, and facilities, including general facilities management and maintenance of municipal buildings; and shall supervise, direct, or evaluate the performance of assigned staff.
- B. The Parks and Recreation Director shall communicate with the Parks and Recreation Commission, Mayor, City Supervisor, Council, City departments, community leaders, boards, commissions and outside agencies to resolve problems, coordinate activities, exchange information, and provide expertise.
- C. The Parks and Recreation Director shall develop and prepare the annual preliminary budget for the Parks and Recreation Department; and shall analyze and review budgetary and financial data; and shall control and

authorize expenditures in accordance with established limitations.

- D. The Parks and Recreation Director shall have authority to control the use of City Parks and Recreation Facilities in compliance with City policies and practices.
- E. The Parks and Recreation Director shall perform such other duties as may be prescribed by this Code, and the ordinances and resolutions of the City or as the Mayor or the City Supervisor may direct.