OBJECTIVE:
A. Administer the affairs of the Families, Parks & Recreation Department.
B. Design, develop, maintain and efficiently operate quality parks, open spaces, recreational/educational facilities, programs, and similar services for a culturally diverse population.
C. Serve as the City’s Director of Children and Education
D. Perform other functions as directed by the Mayor and/or City Council.

AUTHORITY:
This procedure amended by City Council January 13, 2020, Item A-4.

DIRECTION:
Director, as an appointed official, serves at the pleasure of, and receives direction from the Mayor or designee.

FUNCTIONS:
A. Provides operational guidance and direction to the Divisions and programs of the Families, Parks & Recreation Department and for establishing and enforcing rules, regulations, policy and procedures governing its operations:
   1. Parks Division
   2. Recreation Division
   3. Children’s Affairs Division
B. Serves as technical advisor to the Chief Administrative Officer, Mayor and City Council on all matters within the scope of authority of the Families, Parks & Recreation Department and Office of Children and Education.
C. Serves as direct line administrator for all divisions and programs listed above.
D. Performs other duties and responsibilities as may be directed by the Mayor and/or City Council.

FORMS:
None.

COMMITTEE RESPONSIBILITIES:
Families, Parks & Recreation Board, City Operations Committee.

REFERENCE:

EFFECTIVE DATE:
This procedure effective January 13, 2020.