



COMMUNITY SERVICES DIRECTOR

DEFINITION

To plan, develop, organize, and direct, the City's Community Services programs and use of related facilities.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. Exercises direct and indirect supervision over assigned staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, direct, manage and evaluate a comprehensive program of recreation and community services activities for all segments, groups, age such as senior and youth programs, and interest levels of the community; plan, direct and manage the maintenance, operation, improvements and utilization of a comprehensive system of recreation and community services facilities. Prepare and direct the preparation of various statistical reports to the City Council, city commissions, State and Federal agencies; coordinate special studies on a variety of complex problems which require a high degree of technical competence and political awareness. Directs the short range and long range planning for the department; identify community needs/desires for parks, recreation and community services; Develop and participate in partnerships for efficient and effective use of parks, recreation, downtown and community services facilities, as well as the implementation of needed programs. Oversee Community Development block grant and affordable housing programs. Develop and maintain partnerships with non-profit organizations. Ensure that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City departments, and the media. In consultation with the City Manager and City Council, ensure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, and training and development. Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be

present in order to supervise and communicate essential information to other employees, as well as to satisfy shifting public service needs and business concerns.

OTHER JOB FUNCTIONS

Review work methods and procedures to ensure effective work flow and compliance with established policies and procedures. Promote and maintain safety in the work place. Represent the department before the City Council, city commissions, community, outside agencies and at professional meetings as requested. Administer and oversee contractual agreements between the City and other agencies, private organizations and individual members of the public. Recommend adoption and assist in preparation of ordinances. Prepare grant applications for parks, recreation, special programs and community services programs and facilities. Serve as Acting City Manager as assigned. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of organization, administration, budgeting and personnel management, including principles and practices of parks, recreation and community services programs. Assist with park planning, development and maintenance. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Principles and procedures used in developing and administering a coordinated recreation and community services program. Applicable computer programs such as Microsoft Office suite and other computer programs. Contract preparation and administration.

Skill to:

Plan, organize and direct comprehensive parks, recreation and community services activities; provide advice regarding the acquisition, design, construction and maintenance of recreation facilities, parks and other landscaped areas. Analyze feasibility of projects and proposed programs; prepare complete and accurate reports in accordance with laws, regulations, and policies. Delegate responsibility; schedule and program work on a long-term basis. Select, supervise, train and evaluate staff. Efficiently operate a personal computer. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines. Deal patiently and tactfully with other department directors, elected officials, outside agencies, contractors, citizens, and the press. Develop

and implement planning services which will meet the changing needs of the community. Analyze a variety of administrative and organizational problems and make sound policy and procedure interpretations and recommendations. Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, and regulations and guidelines. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience

Education:

Bachelor's Degree from an accredited college or university is required, preferably in park management or recreation. A Master's Degree in Recreation, Public Administration, Business Administration or related field is preferred.

Experience:

Five years of increasingly responsible experience in park/recreation management or related field; at least three years of responsible administrative/management experience.

License or Certificate

Required upon hire, possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 20 pounds of force occasionally.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: August 2013