



Position Description

COMMUNITY SERVICES DIRECTOR

GENERAL PURPOSE

Performs a variety of complex supervisory, administrative, and professional work in planning, developing, directing, and organizing the various operations of the Community Services Department, including Parks, Recreation, Senior, and Library Services; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Manager's office; and acts as a member of the City Manager's management team.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Exercises administrative direction over the Parks Services Manager, Senior Services Manager, Recreation Services Manager, the Assistant Library Services Director, and indirect supervision over clerical, administrative, maintenance and professional staff as assigned. This is a Fair Labor Standards Act (FLSA) exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)

Establishes goals and objectives for department operations and implements appropriate implementation strategies to obtain established goals.

Determines work procedures, schedules, and expedites workflow.

Issues written and oral instructions.

Assigns duties and reviews employee performance for conformance to policies and procedures.

Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.

Maintains harmony among workers and resolves grievances as is appropriate.

Leads, motivates, counsels or otherwise guides individual employees to understand the role they play within the overall organization as compared to their own personal agendas.

Provides leadership and direction in the development of short and long range plans;

Ensures a competent and motivated work force by hiring, training, developing, and evaluating subordinates.

Resolves complaints, and recommends corrective action as needed.

Oversees and participates in the development and administration of the Community Services Department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

Provides staff assistance to the City Manager and the City Council; participates on a variety of committees, prepares and presents staff reports and other necessary correspondence.

Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary; provides periodic reports on department activities to City Council; attends Council and other meetings as required.

Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the Community Services Department.

Oversees the maintenance of infrastructure and other records.

Monitors inter-governmental actions affecting community services related operations.

PERIPHERAL DUTIES

Assists in the training of city personnel in various recreation and library services programs and systems. .

Represents the City at various meetings and conferences.

Performs general management duties for City Manager as assigned.

Serves as a member of various city employee committees, and may serve as liaison to City Council sub-committees and other groups as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a bachelor's degree in recreation administration, library studies, public administration or a closely related field is highly desirable. A Master's Degree in a related field is preferred.
- (B) Minimum of six (6) years of progressively responsible experience in community services program development and implementation, recreation, or library programs including at least two years of supervisory responsibility.

Necessary Knowledge, Skills and Abilities:

- (A) Advanced knowledge of principles and practices of program development, administration, and management; principles of supervision, training, and performance evaluation; pertinent Federal State, and local laws, codes, and regulation; recent developments, current literature, and sources of information related to community services planning and administration.
- (B) Skill in operating the listed tools and equipment.
- (C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; to guide, assist, and motivate staff to the highest level of professional customer and public service; to demonstrate well developed leadership and management skills; to research, analyze, and evaluate new service delivery methods and techniques.

SPECIAL REQUIREMENTS

Ability to obtain and maintain a valid California driver's license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. While performing the duties of this job, the employee is occasionally required to sit, stand, walk, talk, and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: May 13, 2008

Resolution Number: 2008-37

Revision History: