

COMMUNITY SERVICES DIRECTOR

DEFENTION

Under direction of the City Manager, plans, organizes, directs, and coordinates the daily activities of the Community Services Department including community recreation programs, the rental and use of public facilities, operation of the Community Center and Youth Center and Veterans Park Pavilion, code enforcement, implementation of a comprehensive community and neighborhood outreach and improvement program, and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

DISTINGUISHING CHARACTERISTICS

This is the top level executive management classification for the position which has responsibility for managing and directing the services and functions of the City's Community Services Department, as well as serving as the primary community and neighborhood services advisor for the City Council, City Manager, and City staff.

REPORTS TO

City Manager.

CLASSIFICATIONS SUPERVISED

Recreation Supervisor, Code Enforcement Officer, Recreation Leaders, Community Facilities Aides, and Administrative Assistant I, II.

ESSENTIAL FUNCTIONS

Analyzes and evaluates the present and future needs of the community for community resources and neighborhood services; directs the preparation and implementation of services and programs to meet the recreational and neighborhood services needs of the entire community; prepares and administers the department budget(s); manages capital equipment purchases and all expenditures of the department; coordinates the provision of leisure and recreation services with the local school districts, other youth serving organizations, community organizations, and other government agencies; provides services to the City in the areas of coordination of City promotional activities and festivals; administration of the City's cable franchise and cable broadcast agreements; coordination of the City's internet website; directs the investigation, response, and action to citizen complaints, suggestions, or requests concerning possible violations of City codes; acts as staff liaison to Community Services volunteers and the City's Parks and Recreation Commission; represents the City at professional meetings as required; and manages the selection, training, supervision, and evaluation of all department personnel. Attends night or weekend meetings.

TYPICAL PHYSICAL REQUIRMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of recreational and office equipment including computer, telephone, calculator, copiers, postage machine, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; work may be performed outside of the office at various recreational facilities; frequent contact with staff members, program volunteers, and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Administrative principles and methods including goals and objectives and program development.
- Principles, practices, and programs related to the implementation of a comprehensive community wide public recreation and community services program.
- Budget preparation and administration.
- Applicable city, state, and federal laws, ordinances, or codes which affect the administration of recreation and community services programs and projects.
- Community-based problem solving models and techniques.
- Principles of employee training and supervision.
- Methods and techniques for comprehensive report preparation and writing.

Ability to:

- Establish and maintain a cooperative working relationship with local residents, other City departments, school districts, community serving organizations, and other private and public agencies.
- Prepare and present accurate, concise reports to Commissions and the City Council.
- Provide instruction and guidance to department staff, promote staff development and motivation, and analyze problems that arise in the areas under supervision and recommend solutions.
- Exercise independent judgment, decisiveness, and creativity when responding to community wide community services issues, concerns, and needs.
- Utilize and maintain various types of office and recreation program related machinery and equipment.
- Develop new policies and modify existing policies, strategies, and methods in the delivery of community and neighborhood services to meet the diverse and ever changing needs of the community.

Training and Experience:

- Five (5) years of increasingly responsible professional experience in the delivery of public recreation and community services programs including three (3) years in an administrative management or supervisory capacity in public recreation and services programs.

SPECIAL REQUIREMENTS

- Possession of a valid first aid and CPR certification issued by the American Red Cross.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in recreation administration, public administration, or a closely related field.

Licenses:

- Possession of a valid California driver's license.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Atwater assumes no errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.