

COMMUNITY SERVICES DIRECTOR

DEFINITION

Responsible for the overall planning, organizing, staffing, directing, reviewing and evaluating the activities of recreation, Community Hall, and other related community services and programs; performs other work as required. Provides staff assistance to the Town Manager and Town Council.

DISTINGUISHING CHARACTERISTICS

The Community Services Director is responsible for planning, coordinating, administering, reviewing and evaluating a broad program of community services including but not limited to: recreation services, Community Hall and related facilities; recycling programs; public information and marketing; special event management; transit operations and promotions.

SUPERVISION RECEIVED/EXERCISED

Policy direction is provided by the Town Council and administrative direction is provided by the Town Manager. Supervisory duties entail direct supervision of the Recreation Coordinator, Community Hall Coordinator and indirect supervision of other associated staff.

ESSENTIAL DUTIES

Responsible for managing the daily operations as well as the long range planning of the Recreation Division and Community Hall facility. Supervises department personnel including the hiring, training, evaluation, and discipline; Oversees, develops and implements administrative procedures and policies associated with recreation and Community Hall facilities and programs; Reviews and analyzes the effectiveness of departmental services and makes necessary improvements. Prepares and monitors the annual budget, makes recommendations regarding fees and fee collections; Provides staff support to various committees as assigned including the Community Hall Commission, Recycling and Resource Conservation Committee, and other ad hoc committees; Works collaboratively with citizen and other public groups agencies and organizations to bring about coordinated, effective delivery of recreation, Community Hall and other related community services. Prepares reports and studies related to recreation programs, capital improvements, facility maintenance and other assigned activities. Organizes and develops volunteer programs; assists in the planning and organizing of community events; coordinates, develops, distributes various public information and marketing materials related to Town services and programs including the administration of the Town newsletter; prepares and monitors grants; assists in the planning, financing and development of recreational facilities and Community Hall renovation and expansion; responds to and resolves difficult and sensitive citizen inquiries and complaints performs others related duties and special projects as assigned by the Town Manager.

QUALIFICATIONS

Experience/ Education

Sufficient experience and education in municipal recreation, public or business administration or a related field. A typical way of obtaining the required qualification is to possess the equivalent to 5 years of increasing responsible, professional experience including experience in public facility and recreation services management including at least 3 years administrative or supervisory experience. Must possess the equivalent of a Bachelors Degree from an accredited educational institution with major course work in municipal recreation, facility management public administration or a related field.

Knowledge/Skill/Ability

Knowledge of: philosophies, trends, principles and techniques of community recreation service administration and public facility management; Principles and methods used in public administration; program planning and techniques related to community and recreational services and facilities; Principles of personnel management, supervision and training; budget techniques and public facility management operations and maintenance; marketing and public relations principles and techniques. Recycling/conservation management principles and trends; Special event planning and promotion.

Ability to: analyze problems, identify alternative solutions, and implement recommendations in support of goals; Evaluate effectiveness of community services and assist in setting goals and priorities for program delivery; Develop recreational programs adapted to the particular needs of the community. communicate clearly and effectively both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work. Write and monitor grants; operate current computer systems and software including data base and spreadsheet applications; develop and monitor contracts, policies and procedures. Plan and organize work effectively; Make decisions at the department head level; comprehend major policy, operational, and personnel problems and draw valid conclusions; Supervise, evaluate and direct assigned staff, professional personnel ; Establish and maintain cooperative working relationship with representatives of other agencies and the public;

Working Conditions

Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching in the performance of daily activities. The position also requires near, far and color vision while performing duties related to observance of activities in the Hall and maintenance needs and reviewing contracts and developing promotional materials. The position requires grasping, repetitive hand movement and fine coordination when writing and typing reports and other documents. The incumbent also must be available to attend meetings in various other Towns and cities, work irregular or extended hours to attend various meetings and community events and work with constant interruptions, an at times, with demanding, angry and violent clients when discussing Town programs and services.

Special Requirements:

Possession of an appropriate California Operator's license issued by the State Department of Motor Vehicles.