

City of Victorville Position Description

DIRECTOR OF COMMUNITY SERVICES

DEFINITION

Under administrative direction, directs the activities of a department comprised of recreation, park operations, facility operations, park and facility development, landscape maintenance districts, community services, and golf course divisions; plans, develops, and maintains all parks, parkways, playgrounds, recreational areas and facilities, golf course, and all related installations; plans, organizes, and directs departmental personnel and develops a comprehensive activities program, including the immediate supervision of staff; prepares and administers budgets; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Persons allocated to the Executive Management class report to the City Manager and are responsible for the supervision of all divisions within their department, requiring technical and administrative expertise. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing an efficient, effective, departmental operation. The incumbent is responsible for the performance of the Department, limited only by established procedures, precedents, and administrative regulations. The incumbent is expected to participate in the formation of City policies and to provide leadership on the management team. Besides providing technical and administrative expertise, incumbent must demonstrate excellent supervisory skills, excellent communication skills and good judgment, and is accountable for work scheduling, time management, operations, efficient use of personnel, materials, and supplies and budget expenditures.

TYPICAL TASKS

Manages the work and programs of the recreation, park operations, facility operations, park and facility development, landscape maintenance districts, community services and golf course divisions; recommends to the City Manager all part-time and permanent personnel appointments, promotions, and dismissals; plans the development of new facilities and programs and improvements to existing facilities and programs; submits regular reports to the City Manager and City Council regarding activities of the department; appears before the Council to discuss any matter pertaining to any or all of the divisions; prepares and submits final budget requests for all divisions; supervises all records kept for the collection of monies, budget expenditures, and personnel in all divisions; confers with other City department heads on joint concerns and in coordinating activities with or requests for service from their departments; confers with City Council committees having responsibilities of various divisions; advises division superintendents on all matters involving their respective division; makes decisions on departmental policy matters; meets with individuals, civic and community groups, and organizations and speaks on all matters pertaining to recreation, facilities, golf courses, parks and community services; defines standards of performance and trains employees; prepares correspondence and reports; maintains cooperative relationships with other governmental agencies; promotes programmatic coordination to avoid recreational program duplication within the area; and performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience – Bachelor's Degree in public administration, recreation, physical education, horticulture, or related field, and four years of progressively responsible experience in recreation, facility operations, park operations, park and facility development, community services and golf course management with at least three years of experience in an administrative and supervisory capacity in these areas.

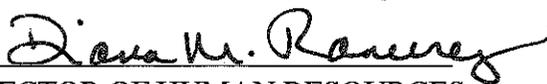
Knowledge & Abilities - **Knowledge of:** the principles, practices and methods used in parks, golf course, facilities, and recreation administration; community organizations and resources; general municipal management and public administration; and landscaping and horticulture. **Ability to:** understand the recreation, golf course, and parks needs of the community and recommend additional areas, facilities, and programs; prepare, analyze, and administer budgets; prepare reports and keep proper records; understand, direct, supervise, train, and evaluate personnel; maintain cooperative relations with the general public and employees and translate community needs into viable successful programs; communicate verbally and in written form with great facility and be understood; and gain and hold support, confidence, and enthusiasm of the leaders, employees, parents, and participants in the developmental programs.

Licenses & Certificates - Must possess a valid Class "C" California driver's license.

WORKING CONDITIONS

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and walking. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours. Must have the stamina to work long hours and attend night meetings when required.

APPROVED:


DIRECTOR OF HUMAN RESOURCES

DATE REVISED: September 15, 2003

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

MS/j.d./Director of Community Services