



JOB DESCRIPTION

Director of Community Services

Date Prepared: September, 2013

SUMMARY: Under direction of the City Manager, oversees department activities comprised of community services recreation, park and facility operations and development, solid waste, animal control, and the public library; prepares and administers budgets; supervises plans, organizes, and directs departmental personnel and develops a comprehensive program.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Oversees the operations and programs of all community services divisions. Plans the development of new facilities and programs; and improves existing facilities and programs.
- Recommends community services personnel appointments including new hires, promotions, and terminations.
- Develops and modifies departmental policies and procedures.
- Meets with the public, civic/community groups, and organizations to speak on matters pertaining to recreation, contract services, facilities, parks, and community services.
- Defines standards of performance, trains, and disciplines personnel.
- Prepares correspondence, reports, and manages department contracts.
- Appears before, communicates with, and submits regular reports to the City Manager and City Council regarding activities of the department.
- Prepares and submits final budget requests for all department divisions.
- Oversees all records of department budget revenues, expenditures, and personnel for each division.
- Meets with City department heads on joint concerns with regard to coordinating services and activities.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in public administration, business, recreation, or related field. Four years of progressively responsible experience in recreation, facility and park development/operations, and community services management supplemented by three years experience in an administrative and supervisory capacity.

Knowledge of:

- City policies and procedures, municipal management, and public administration.
- Principles and practices of community services administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of records management and reporting.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Identifying problems; establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Managing staff; delegating tasks and authority; and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Establishing and maintaining cooperative working relationships with City Manager, City officials, department heads, managers, supervisors, employees, contractors, private agencies, and the general public.
- Communicating effectively, both verbally and in writing.
- Operating a computer and various software applications.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment. Incumbent will be required to respond to emergencies after regular working hours and on weekends which may also include holidays, evenings, and/or varying hours. 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 moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date