

CITY OF EMERYVILLE

Created: January 2005
TITLE: **COMMUNITY SERVICES DIRECTOR**
FLSA Status: Exempt
Job Code: 1545

DEFINITION

Under the general direction of the City Manager, the Community Services Director directs and provides leadership in the development of a comprehensive social, cultural, recreational, and human services program for the community. Directs and supervises the operation, maintenance, planning and development of the community services facilities. Formulates and recommends approval of community services policies, procedures, and plans, and develops partnerships that nurture the city's community programs and facilities.

DISTINGUISHING CHARACTERISTICS

The Director of Community Services is a department head reporting to the City Manager. The position is responsible for planning, organizing, implementing, and initiating city-wide social and community service programs as well as maintenance and operation of community services facilities. The ability to direct and supervise managers and line staff, to perform budgetary analysis, policy and procedure analysis, and long-range planning for park and facility needs and improvements, and to assess the wide range of social needs within the city are key elements of this classification. A high level of communications and presentation skills are required in order to establish and maintain channels of communication within the city.

EXAMPLES OF DUTIES: (The examples of duties listed below are illustrative only. They are not meant to be an exhaustive list of the essential job duties and responsibilities required of the classifications.)

Directly and through subordinates, plans, directs, monitors, and evaluates the Community Services Department operation, including establishing selection processes and procedures for new staff; in-service training programs, divisional and department orientations; developing, reviewing, and conducting performance appraisals.

Directs and/or prepares the annual operating and capital improvement budgets.

Directs and oversees the formulation of policies and procedures in connection with the various Community Services divisions and the various facilities and special use areas assigned to the Department.

Develop community knowledge and build partnerships and coalitions that will identify the Department as a community focal point.

Monitors and evaluates the efficiency and effectiveness of programs and services delivery methods, based on desired outcomes. Assess work loads, administrative support systems, and internal working relationships to identify opportunities for improvement.

Develops and maintains cooperative working relationships with the various City departments, as well as public, private and community organizations providing social and human services within Emeryville.

Directs, reviews and approves a diversified program of community service activities including new projects to be initiated to meet the needs of the community.

Plans, directs the preparation of, and submits a comprehensive Capital Improvement Program for assigned facilities. Monitors and oversees projects to completion.

Prepares and presents short- and long-range plans, developed with maximum community and staff input.

Studies and recommends property acquisitions for the expansion of recreation, child development and related community service activities and programs.

Provides and/or delegates advisory support to the Senior Center, Child Development and/or Emeryville Education and Youth Services Advisory Committees Recreation Commission and act as liaison to other, citizen committees, community agencies and governmental agencies to facilitate effective facility use and delivery of recreation/youth/senior programs and services.

Research trends, demographics and assess community needs to project changes and resulting needs to plan strategically for the future.

Acts as City liaison with community groups, commissions and schools to ensure that appropriate and sufficient contact is maintained to adequately assess the community's needs.

QUALIFICATIONS

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

Knowledge of principles of management and organization; principles and practices of public administration including the management of such diverse facilities and programs as a community centers, a cultural arts center, facilities rented by or from other organizations and facilities undergoing capital improvements; current theories, principles and practices common to public administration, development and maintenance and recreation administration; computer applications and data management systems for community services program delivery; and federal, state and local laws, codes and regulations pertinent to the management and operation of community services programs and facilities.

Skills in resource development and grant writing; legislative appropriations, donations, sponsorships and in-kind services for programs; monitoring and evaluating programs and reporting outcomes both qualitatively and quantitatively; and the political acumen to develop and maintain community relationships, build partnerships and advocate for the Department.

Ability to plan, organize, and implement programs and activities in the recreation or community services field; “multitask” to handle competing priorities and demands; stimulate creativity and execute change as needed; analyze, formulate and implement departmental budget; work effectively and cooperatively with a variety of city/community programs; successfully supervise the work of others; effectively evaluate needs for the City; ability to communicate clearly in written and oral forms; to administer contracts and work with advisory boards and community groups; provide leadership and direction to the City's Community Services programs in a changing fiscal and service climate; maintain effective interpersonal relationships with various City departments and functions; communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions; formulate and recommend Department policies, priorities and objectives and foster human development, health and wellness, cultural unity, safety and security, and enhance community identity; operate assigned equipment; make sound decisions in a manner consistent with the essential job functions; engage in strategic thinking to analyze and evaluate the present and future needs for recreation and community service programs and facilities.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that will likely produce the knowledge, skills and abilities required for the positions is qualifying. A typical way of qualifying is:

Education: Bachelor's degree in recreation, public administration, social or human services, or a related field. Master's degree is highly desirable.

Experience: Minimum of five (5) years progressively responsible management experience involving community service programs in one or more of the assigned areas.

Licenses and Certificates: Possession of a valid California Driver's License with a satisfactory driving record OR demonstrates the ability to travel to various locations in a timely manner as required in the performance of duties.