



CLASS CODE 1605

BARGAINING UNIT: SEIU - Service Employees International Union

ESTABLISHED DATE: June 1997

REVISION DATE: June 2025

Description

Under general supervision performs a variety of administrative and program functions in support of comprehensive Community Services programming; develops programs; supervises staff and manages program activities; performs related duties as required.

CLASS CHARACTERISTICS

This journey-level class is responsible for planning, coordinating, and implementing community and leisure service programs in a defined program unit (such as aquatics, senior citizens, youth activities, sports, child development and special events), program budgeting and implementation and supervision of Community Services staff. This class is distinguished from the Recreation Assistant position in that the latter has overall program and staff supervision responsibility for the City's Community Services programs.

Examples of Duties

The duties listed below are illustrative only. They are not meant to be a full and exhaustive list of all of the duties and responsibilities of this classification.

- Plans, organizes, assigns, directs and evaluates the work of the assigned staff and participates in selection of personnel.
- Helps develop and execute program plans, program schedules, daily agendas and corresponding curriculums.
- Oversees program marketing, participant enrollment and program preparation.
- Encourages and maintains good relationships with parents/guardians and participants.
- Serves as liaison to and fosters partnerships with community groups and organizations, neighborhood councils, parents and Emeryville Unified School District (EUSD) officials regarding activities within their assigned program areas.
- Develops and prepares program proposals and justification, recommends fee schedules for planned activities and oversees rental and registration activities for assigned program areas.
- Assists in the budget preparation and administration activities for assigned program area.
- Reconciles funds and payments, may make bank deposits and withdrawals, and prepares financial statements and/or ledgers, as required for the program.
- Makes referrals regarding participants/community members with special problems and health needs; assists with the implementation of special needs assistance.
- Confers with and provides professional assistance to City departments on Community Services programs and related matters.
- Coordinates activities and consults with other departments, divisions, agencies, volunteers and community groups, and school officials.
- Coordinates maintenance and security for assigned facilities and enforces safety and operating procedures including compliance with applicable health, safety and building codes.
- Establishes and maintains program and office files; processes forms such as invoices and vouchers and others specific to area of assignment; develops fliers and brochures to promote activities and programs.

- Enters and retrieves data and prepares reports; operates other standard office equipment such as copy machines, multi-line telephone, etc.
- Receives and screens visitors and phone calls; assists in the investigation of complaints for program participants and/or the community and responds to inquiries regarding services and programs.
- Maintains and ensures inventory of program and office supplies for the programs and facilities.
- Attends community meetings, hearings, workshops and training programs, as assigned.

Minimum Qualifications

Any combination of education and experience as follows:

Education

Associates of the Arts Degree from an accredited college.

Experience

Three (3) years of relevant lead level work experience.

LICENSES AND CERTIFICATES

Driver's license with a satisfactory driving record.

CPR First Aid certification required within the first six (6) months of employment.

Supplemental Information

KNOWLEDGE AND ABILITIES

Knowledge of methods and techniques used in planning and leading community service programs and special events; developing age-appropriate recreational and community program activities suitable for diverse populations; youth development, educational structures and social justice; the principles and practices of budget administration; principles, practices and methods of needs assessment and program evaluation; basic principles of first-aid and CPR; principles and practices of employee supervision, including selection, training, evaluation and performance management; standard office practices and procedures, including filing and the operation of standard office equipment; correct English usage, including spelling, punctuation and grammar; business letter writing; Microsoft 365 Suite and computer equipment; research techniques, sources of information and methods of report presentation

Ability to plan, organize, assign, direct, review, motivate and evaluate the work of assigned staff; present concise oral and written reports and information; establish and maintain effective working relations with those contacted in the course of work; establish and maintain effective records and reference systems; provide factual information to the public and/or other City staff; organize work, set and meet critical deadlines, and follow up on assignments with minimum direction; research, compile and summarize a variety of informational materials; operate standard office equipment, including a computer; perform related duties as required.

Other Requirements

SPECIAL REQUIREMENTS

Eye sight sufficient to read data, memos, spreadsheets, vouchers and computer screens; manual dexterity to operate a personal computer and copier; ability to sit for extended periods; stand, walk, bend, and reach above and below

shoulders; lift and carry objects weighing up to 20 pounds; work occasional long hours which include evening and weekend hours; stamina to interact with a variety of school age children; the ability to work both indoors and outdoors.