Date Adopted: 6/13/06

CITY OF GLENDORA

COMMUNITY SERVICES DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general administrative direction, plans, directs, and coordinates the activities of the City's Community Services Department; participates in the development of and implements City policies and establishes procedures related to department functions; develops and administers the department budget; establishes and maintains liaison with various community sports and cultural groups; provides staff support to the Community Services Commission; performs related duties as required.

CLASS CHARACTERISTICS

Employees in Executive Management classes report to the City Manager and are responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on area of specialization.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Develops and implements policies, procedures and regulations relating to recreational activity and the use of City park facilities and recreational equipment; ensures that policies are administered equitably. (a b d g l o)

2. Plans, directs, and coordinates the Community Services department activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, rules, and regulations; develops comprehensive plans to satisfy future needs for department services. (a b d g l o)

3. Administers operations of the Municipal Golf Course and Dial-a-Ride Transportation System. (a c d e g h j k l m n o p)

4. Administers contractual joint powers agreements with school districts, other governmental agencies, and private organizations; manages park maintenance

through departmental staff or through contract services; maintains liaison with contracting agencies and service providers; ensures adherence with contract provisions. (a b c d f g j k l m o)

5. Prepares and administers the budget for the Community Services department; participates in discussions regarding most effective utilization of available City funds and setting of priorities. (a b g h l n o p)

6. Advises, and otherwise provides assistance to the City Manager, the City Council, the Community Services Commission, other City personnel, outside agencies, and the public regarding department related issues.(a b c d f g j k)

7. Interviews and selects employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action. (a d e g)

8. Represents the City, or delegates such authority, in relations with the community, advisory committees, local, county, state, and federal agencies, other Parks and Recreation departments, and professional organizations. (a b c d f g j k)

9. Acts as contract administrator on projects involving parks and park facilities. (a d g h j k l m n o p)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.

b. Research and prepare complex reports on a variety of subjects.

c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.

d. Plan, direct, and coordinate recreational, park maintenance, golf course, transportation and community services programs and manage a department.

e. Select, train, supervise, and evaluate employees.

f. Represent the City in a variety of meetings.

g. Make decisions regarding operational and personnel functions.

h. Operate programs within allocated amounts.

i. Respond to emergency and problem situations in an effective manner.

j. Understand, explain and apply policies and procedures.

k. Analyze unusual situations and resolve them through application of management principles and practices.

l. Develop comprehensive plans to meet future City needs/services.

m. Deal constructively with conflict and develop effective resolutions.

n. Plan and enforce a balanced budget.

o. Develop new policies impacting department operations/procedures.

p. Interpret financial statements and cost accounting reports.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree with major course work in recreation or a related field and five years of professional experience in public recreation that includes experience in administration of a variety of recreation programs. Some experience in the supervision of maintenance work common to parks and landscaped areas is desirable. A Master's degree is desirable.

Knowledge and Skill Levels

Extensive knowledge of the principles and practices of public recreation programs and community services; inter-governmental and private recreation programs, facilities, and resources; related laws, ordinances, rules, and regulations; community organization and methods for assessing and stimulating meaningful public interest and participation; program evaluation methods; role of citizen committees, organization of city government, and the effective methods of professional leadership within this framework; principles and practices of supervision. Considerable knowledge of the principles and practices of park planning, development and maintenance; principles and practices utilized in a sound urban forestry program; principles and practices utilized in a sound wilderness, open space, and conservation management program; principles and requirements of trail maintenance and development; principles and practices utilized in the management of a demand/response transportation services program for mentally, visually, and mobility impaired patrons

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a

satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; some travel from site to site. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting with some travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006