



## JOB DESCRIPTION

# COMMUNITY SERVICES ADMINISTRATOR (Exempt/Management Position)

### DEFINITION

Under administrative direction of the City Manager, or designee, to serve as Community Services Administrator with specific responsibility for the planning, directing, supervising, and coordinating of recreation activities, park and golf facilities, management of City facilities, and special events; to provide highly responsible staff assistance to the City Manager's Office on special projects and programs, and do related work as assigned.

### EXAMPLES OF DUTIES:

{These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.}

**{E=Essential Duty; M=Major Portion of Time}**

- Plan, supervise, and coordinate a comprehensive program of recreation, park, rental facilities, and golf activities. (E-M)
- Identify, plan, and implement community recreation/park programs and special events based on community needs and long-range planning. (E-M)
- Supervise, plan, and coordinate the maintenance and repair of City owned and/or operated facilities including, the Civic Center, Conference Center, Sun House Museum, City parks, Alex Rorabaugh Recreation Center, golf course and other various facilities. (E, M)
- Develop and implement departmental goals, objectives, policies, budgets, and priorities. (E-M)
- Oversee, inspect, and track rates of contractor performance and progress according to industry standards and contract specifications (E, M).
- Develop, review, and implement standard operating procedures for special events, recreation programs, and facilities (E).
- Provide or coordinate staff training; supervises and evaluates employees; works with employees to correct performance deficiencies. (E, M)
- Develop and coordinate sponsorship and marketing plans for various programs and divisions within the Community Services Department. (E)
- Actively solicit sponsorships and coordinates fundraising activities and volunteers. (E)
- Directs daily financial expenditures and monitors accounting and financial summaries; prepares purchase requisitions; prepares written reports, as necessary and/or assigned (E, M).
- Provide staff assistance to the Park, Golf and Recreation Commission, Paths, Open Space, and Creeks Commission and various other commissions and committees as assigned. (E)
- Prepare grant applications, monitor and perform grant reporting, and coordinate with various granting agencies. (E, M)
- Coordinate and administer capital improvement projects for the Department including the coordination of staff, volunteers, and contractors. (E, M)
- Plan, supervise, and coordinate the design, contractor bidding and construction of new or remodeled City facilities. (E-M)
- Negotiate and implement contracts with various contractors and vendors providing services or improvements to the City. (E)
- Represent the City in the community, at professional meetings, and to other governmental agencies as required. (E)
- Coordinate activities with other City departments and divisions, community groups, and outside agencies. (E)
- Responds to questions from citizens and provides information to the public, investigating complaints and recommending or taking corrective action as necessary to resolve complaints. (E)
- Prepares and presents reports to the City Council (E, M)
- Work flexible hours. (E)
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and techniques of organizational administration, budget, and personnel management.
- Principles, procedures, and requirements used in developing and administering a coordinated community service program adapted to the particular needs of the community, including youth and cultural activities.
- Principles of supervision, training, and performance evaluations.
- City operations, rules, policies, and methods.
- Project planning, development, and construction including basic concepts of public works project bidding and construction techniques.
- Park, Golf Course, and facilities planning, development, and maintenance.
- Concepts, objectives, and requirements of parks and recreation programs.
- Research methodology and methods of report preparation and presentation
- Pertinent Federal, State, and local laws, codes, and regulations.
- Modern office procedures, methods, and computer equipment.
- Business letter writing and basic report preparation.
- Recent developments, current literature, and sources of information related to leisure services planning and administration.
- Public relations principles and techniques.
- Other special projects as assigned.

### **Ability to:**

- Plan, organize, and supervise citywide programs for golf, parks, and city facilities.
- Communicate clearly and concisely, both orally and in writing.
- Work well in a fast-paced, often hectic environment, and meet established deadlines.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Supervise, train, and evaluate staff.
- Research analyze, interpret, and evaluate new service delivery methods, procedures, and techniques.
- Negotiate business and vendor contracts.
- Work cooperatively with other departments, City officials, and outside agencies to analyze issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Generate support and enthusiasm of leaders, participants, groups, and agencies in recreation programs.
- Read and interpret construction plans and specifications.
- Operate and use a computer and appropriate software programs for long periods of time.
- Type 40 words per minute.
- Work flexible hours, including evenings, weekends, and holidays.

## **EXPERIENCE/EDUCATION**

Any combination of education and experience equivalent to a Bachelors Degree in program/project development and implementation, recreation, public administration, or closely related field, and four years of responsible administrative or supervisory experience, preferably in recreation development and implementation, and educational work in recreation or a related field.

## **SPECIAL REQUIREMENT**

Possession of a valid Class C California Driver's License.