

City of San Rafael
Job Class Specification

Job Title: Community Services Director

SUMMARY

Directs the City's recreation, social service, and child care programs and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Provides administrative oversight to the Community services Department. Plans, organizes, and reviews comprehensive recreational, social service and childcare programs and facilities for the community.
- Hires, trains, supervises and evaluates staff.
- Plans, organizes and implements renovation and construction projects that involve parks and recreation facilities.
- Evaluates needs for recreational programs and facilities.
- Conducts research, prepares and presents reports to the City Manager, City Council, and the Parks and Recreation Commission.
- Facilitates Park development by soliciting community input, formulating contractual agreements with architects and plan developers, developing budgets and raising funds, obtaining Board and Commissions approval, and reviewing construction documents.
- Develops programs to encourage community participation regarding parks and recreation.
- Performs related duties as required.

KNOWLEDGE OF:

- Principles of management.
- PCs and related software.
- Recreation and Parks Administration.
- Parks Maintenance
- Child Care administration
- Facility design and landscape architecture.
- Public relations and event planning.
- Program development and security.
- Principles and practices of programs in childcare, special events, theater, sports, seniors, and excursions.
- PCs and related software.

ABILITY TO:

- Develop short, intermediate and strategic plans.
- Forecast trends. Estimate costs.
- Plan programs, facilities and renovations.
- Communicate effectively, both orally and in writing.
- Promote and market recreation activities and events.

- Manage a large staff of full and part time employees.
- Use a PC and related software.
- Establish and maintain effective relationships with others

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledges, skill and abilities. A typical way to obtain these would be a Bachelor's Degree in recreation administration, business, public administration, or related field, and five years of experience in municipal recreation administration including a senior supervisory and management role with budget and revenue generation experience. A Master's Degree is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record. Maintenance of a valid California driver's license is a condition of employment.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to video display and outdoors weather conditions and frequently works in evenings or weekends and inside environmental conditions. The employee occasionally works with use of personal vehicle. The noise level in the work environment is usually moderate.

FLSA Status: Exempt
Prepared by: Nash and Company
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