



## JOB DESCRIPTION

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**JOB TITLE:** Director of Community Services

**JOB CODE:** 1910

**DEPARTMENT:** Community Services

**FLSA STATUS:** Exempt

**REPORTS TO:** County Manager

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### SUMMARY OF JOB PURPOSE

Responsible for the administration and oversight of the Community Services divisions, including Parks, Recreation, Weed Control, DART C.V. Public Transit, Senior Services, Social Services, Animal Care and Services, and Community Health Nurse (referred to as the Divisions). In the absence of the County Manager, and upon request, fulfills the role of interim County Manager.

### ESSENTIAL FUNCTIONS

1. Develops, evaluates, and implements goals, objectives, policies, and procedures for the Divisions, for optimum delivery of services and operations; directs the establishment of standard operating procedures for all work-related activity including OSHA requirements, grant requirements, and quality performance standards.
2. Develops and reviews departmental goals and objectives with department supervisors, managers, superintendents, and the County Manager; assures departmental activities are in compliance with all applicable laws, policies, regulations, timelines, and goals; prepares and analyzes corresponding statistical reports.
3. Oversees and organizes special interest classes and/or activities; participates in the hiring of instructors, leaders, referees, and full-time and part-time staff to assist in the operations of the Divisions; ensures that the Divisions' programs serve the needs of the County and community and that the needs and interest of the public are paramount.
4. Prepares operational and capital improvement budgets for the Divisions; ensures that proper accounting and audit controls are in place for receipt and handling revenue and expenses; reviews and recommends fees and charges, hours, and other program offerings.
5. Effectively manages department personnel by evaluating and analyzing department issues, and recommending and implementing solutions; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
6. Oversees the department's public relations and communications programs; promotes the Divisions' programs and works with the Recreation and Parks Advisory Commission and the Senior Services Advisory Commission concerning policy issues; responds to citizen inquiries and/or complaints and investigates issues as necessary; oversees or handles requests for service within the Divisions; serves as the department liaison to various citizen organizations including, but not limited to, Young at Heart, Senior Citizen's Club, Pop Warner Youth Football, Little League Baseball, AYSO Soccer, and D.A.W.G. (Douglas Animal Welfare Group).

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Oversees special projects and construction including the selection of consultants, requesting proposals, reviewing bids, and approving contracts and construction documents; performs construction inspections on ongoing projects; oversees specifications for the purchase of supplies, parts, and new equipment and ensures accountability for all departmental equipment, supplies, and inventory.
8. Prepares and presents a variety of reports, updates, communications, action sheets, and/or statistical information to the County Board of Commissioners, Planning Commission, Parks & Recreation Commission, Senior Service Advisory Council, Young at Heart Citizen Club, the County Manager and other department heads and elected officials, as well as program participants.
9. Serves as staff to the Recreation and Parks Advisory Commission and the Senior Service Advisory Council; interacts with the County Manager, the Recreation and Parks Advisory and County Commissions, County departments and the various public schools, special interest groups, clubs and athletic/recreation organizations, and coordinates special projects; oversees the granting of special use permits.
10. Performs long-range planning for new facilities and programs, repairs of existing facilities, and scheduling regular maintenance programs; prepares planning documents including facility planning, management operation costs, and site locations, as well as the Parks & Recreation Master Plan.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Recreation/Parks Management, Horticulture, Forestry, Landscape Architecture or other related field and six (6) to eight (8) years of directly related parks and recreation and/or senior services work experience with a minimum of three (3) years experience in a supervisory/management capacity; or an equivalent combination of education and experience.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, and/or County Commissioners.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

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### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Must possess knowledge of theories, principles, and techniques of recreation/leisure, social services, public transit, and senior services, including a thorough understanding of activities which make for successful community recreation, social services, public transit, animal services, and senior service programs and the principles and practices of related park facilities and equipment; must be familiar with the operation of departmental equipment and computers, as well as the preparation of bid specifications; ability to evaluate program effectiveness, coordinate program development with other community organizations, and plan for community recreational utilization of parks, recreation, social services, public transit, and senior service facilities; knowledge of appropriate revenue and expenditure management techniques including establishment of proper fiscal accountability, cost effectiveness, and customer service.

### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; Certified Parks and Recreation Professional (CPRP) certification; must be able to pass a drug test, background, and fingerprint check.

### 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, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### WORKING ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and the noise level in this environment is usually moderate.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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