



Job Code: 0176
FLSA: E
Unit: MGMT
Revised:

COMMUNITY SERVICES MANAGER

DEFINITION

Under general direction from the Director of Parks and Community Services, the Community Services Manager, has primary responsibility for the management of one of the following operating divisions: Recreation Services, Human Services/Paratransit, or Civic Arts; performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Director of Parks and Community Services. Exercises direct supervisory responsibility over Recreation Supervisor personnel and indirect supervision over other employees in division.

TYPICAL DUTIES

1. Organize and manage the personnel, facilities and other resources of the division, including setting and evaluating divisional objectives, policies and procedures.
2. Resolve operational and personnel problems. Investigate public complaints and requests related to functions supervised and make determination on action to be taken.
3. Propose and administer program budgets.
4. Serve as staff to assigned Boards, Commissions, advisory groups, and/or local associations.
5. Prepare complex written and oral reports.
6. Oversee the recruitment, selection, and training of new staff and volunteers in assigned division.
7. Directly supervise, train and evaluate assigned Recreation Supervisors.
8. Prepare grant proposals and administer grant funds.
9. Provide well-researched recommendations and alternatives to Director on issues relating to parks and community services.

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MINIMUM QUALIFICATIONS

Knowledge of:

1. Recreation, cultural, human services, and social needs of the community.
2. Modern theories, techniques, and methods for planning, implementing, and maintaining a variety of recreation, leisure, and human services activities and programs through community participation.
3. Principles and practices of program administration including budgeting, purchasing, and personnel management.
4. Principles and techniques used in supervision, training, and performance evaluations.

Skill to:

1. Design, develop, coordinate, and implement suitable recreation and community services programs.
2. Analyze, interpret and explain department policies and procedures.
3. Supervise, train, and evaluate subordinates.
4. Develop, present, and administer budget for assigned program areas.
5. Establish and maintain effective working relationships with public groups, agencies, the media, and others contacted in the course of work.
6. Communicate effectively, both orally and in writing.
7. Exercise good judgment, tact, and courtesy.

Education and Experience:

Any equivalent combination of training and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. Typical way to accomplish this includes:

Graduation from an accredited college with a bachelor's degree in recreation or a related field and five years of progressively responsible supervisory experience in the field.

License:

Possession of a valid Class C California driver's license.