

CITY OF SALINAS

COMMUNITY SERVICES MANAGER

BARGAINING UNIT/CLASS CODE:

AMPS / Q15

DEFINITION

Under general direction of the Director of Library and Community Services or designee, to manage and coordinate assigned program in the daily operation of the City's library and community services; to organize, direct, supervise and assist in planning, developing, evaluating, and maintaining library, recreation, arts and community services programs.

DISTINGUISHING CHARACTERISTICS

Community Services Manager is an advanced journey level supervisor class. Positions in this class may be assigned specific programmatic responsibilities or may provide high-level administrative support to the Director of Library and Community Services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the Director of Library and Community Services. Exercises direct and/or indirect supervision of full and part-time division staff depending on assignment.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Research, plan and assist staff to plan and implement high quality, responsive and cost-effective recreation, library and community services programs and events. Assist and recommend a variety of personnel actions including selection, promotion, performance evaluation, disciplinary action, and dismissal. Manage, facilitate, evaluate and improve assigned area of responsibility, including Division administration, sports and aquatics, centers and playgrounds, after school activities, citywide special events process and Community Center. Monitor and adjust section budget in accordance with recreation program development and implementation to include CIP program budgets. Administer the permit process in reservation of assigned City operated facilities. Collect, document and report funds on fee-paid programs. Meet with and advise staff, City department and outside agency/group representatives on complex and sensitive recreation/community related matters. Coordinate and supervise special events, tournaments, field trips and related leisure/recreational activities. Prepare and administer athletic, playground, centers and other division fund specification, bid documents and outside professional service contracts. Research, write and administer grant proposals, contracts, agreements, budget requests and other types of technical studies, surveys and reports. Prepare and monitor department, division, programs and/or project budgets, which may also include state and/or federal funded grants or bonds. Investigate and prepare reports on specific requests and complaints pertaining to assigned area of responsibility. Prepare and present City Council and Commission reports as assigned. Complete Request for Proposals. Research, develop and coordinate recreation and parks master planning to include future growth area and park planning. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, occasional need to walk on uneven surfaces inspecting event sites; physical strength to lift from the floor without assistance up to 20 lbs. and occasionally up to 50 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
COMMUNITY SERVICES MANAGER (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasional fieldwork required related to outdoor recreational centers/sites. Some driving required to attend out-of-town training, meetings, and to visit various facilities within the City.

QUALIFICATIONS

Knowledge of:

Principles and practices of recreation, arts and community services management. Public administration organization, program planning and budget development and implementation. Personnel selection, training, performance and evaluation standards. Public facilities maintenance, operation and program planning and implementation. Research techniques, sources and availability of information; and methods of report preparation and presentation. Principles and practices of organizational and program analysis, management and auditing.

Ability to:

Plan and facilitate large/diverse municipal recreation, arts and community services program activities and facilities. Select, train, motivate, supervise and evaluate assigned personnel. Analyze technical and complex information, negotiate disputes, communicate effectively verbally and in writing. Establish and maintain effective working relationships with a large and diverse set of groups and individuals. Write and produce detailed and complex reports using computer technology. Make public presentations to a wide-range of large and small audiences. Work with a diverse group of the community, including at-risk youth.

License or Certificate:

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

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be a Bachelor's Degree in Recreation Administration, Arts Administration, Public Administration, Business Administration, or a closely related field and four (4) years of increasingly responsible experience in supervising and administering large and varied recreation, library, or community service programs, preferably in a municipal agency.

Reviewed Jim Pina
Department Director

Approved [Signature]
Human Resources Officer

Approval Date 1-6-16

**ORIG: 2-79, REV: 5-94, REV: 4-08,
REV: 12-15**