



CITY OF CHINO

Deputy Director of Community Services

Definition:

Under limited direction, plans, manages, and oversees activities and operations of the Community Services Department; works with other departments, community groups, and outside agencies to design recreational, specialized mental health/juvenile justice, and social services programs to satisfy the needs of the community; oversees recreation, human services, neighborhood services, senior programs, community center activities, special events, cultural arts (visual and performing arts), and specialized mental health, juvenile justice and social services programs; and performs related work as assigned.

Class Characteristics:

The Deputy Director of Community Services is responsible for assisting the Assistant City Manager/Director of Community Services with managing the functions of the Community Services Department and daily administration of the Department. He/she serves as a member of the Department's management team, and acts as lead management staff in the absence of the Assistant City Manager/Director of Community Services.

Essential Functions:

- Assume management responsibility for all Community Services programs.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Community Services programs, assignments, and analyses.
- Recommend appropriate service and staffing levels.
- Identify opportunities for improving existing programs and creating new programs.
- Select, train, motivate, and evaluate assigned personnel; develop and establish work methods and standards; conduct or direct training and development; review and evaluate employee performance; initiate disciplinary action.
- Manage and participate in the development and administration of the Department budget.
- Work with organized community groups and committees in the promotion and organization of programs and facilities.
- Attend meetings and provide staff support to the Community Services Commission and assist in providing staff support to the City Council, including the preparation and presentation of technical reports.
- Prepare and administer grants and other proposals which provide funding on an annual basis; write requests for proposals; maintain and monitor requirements of county, state, and federal funding sources.
- Conduct special studies as assigned by the Assistant City Manager/Director of Community Services and submit related reports.
- Direct creation of promotional brochures, posters, letterhead, flyers, invitations, and news releases; make presentations to small or large community groups.

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- Solicit and develop fund raising programs; collaborate with local businesses in development of annual donor campaigns; maintain library of current funding resources for staff/volunteer reference; assist staff with proposal planning, collaboration, time lines, writing and editing of proposals, and post-funding activities.
- Act as representative of Community Services Department in the absence of the Assistant City Manager/Director of Community Services, consistent with City Council policies.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history.

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in recreation, sociology, social sciences, public administration, or a related field.
- Master's degree in a related field (desirable).

Experience:

- Three years of increasingly responsible relevant work experience
- Three years of supervisory experience.

Thorough knowledge of:

- Activities, facilities, arrangements, resources and equipment common to modern leisure time programs.
- Laws and regulations governing the conduct of recreation and social services programs.
- Methods and techniques of counseling.
- Principles of supervision.
- Principles of organization and administration.
- State and federal regulations related to funding and grant proposals.
- Program evaluation and analysis methods.
- Office management and City budgetary processes.

Considerable knowledge of:

- Park development and associated facilities.

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Working knowledge of:

- Programs for maintaining security and enforcing regulations at parks and recreational facilities.

Ability to:

- Interact effectively with diverse members of the public.
- Establish and maintain cooperative working relationships.
- Develop and implement community mental health and education programs.
- Develop new policies impacting Department and program operations/procedures.
- Analyze community needs.
- Formulate goals and objectives.
- Select, train, supervise, and evaluate employees.
- Represent the City and/or Department in a variety of meetings.
- Make decisions regarding operational and personnel functions.
- Interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to city community services programs.
- Operate programs within allocated amounts.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Deal constructively with conflict and develop effective resolutions.
- Plan and enforce a balanced budget.
- Conduct studies and prepare verbal and written reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective relationships with the community at-large, City Council, Community Services Commission, and other public officials.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 10/6/09

Replacing Deputy Director of Community Services classification specification dated 9/18/2006

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