



CITY OF CHINO

Director of Community Services

Definition:

Under administrative direction, plans, directs, and coordinates the activities of the Community Services Department, Facilities Maintenance, Park Development, Recreation Programming, and Human Services; implements policies and establish procedures related to Department functions; develops and administer the Department budget; establishes and maintains liaison to the public; and performs related work as assigned.

Class Characteristics:

The Director of Community Services is responsible for the development and administration of programs designed to address primary areas of City service and is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The Director must also function as a member of the City's management team and actively participate in addressing issues of concern to the City which at times may not have a direct impact on his/her area of specialization.

Essential Functions:

- Develop and implement policies and regulations relating to recreational activity, facility maintenance, park development, and community services; ensure that policies are administered equitably.
- Plan, direct, and coordinate the Parks and Facilities, Recreation, and Human Services sections activities and services; develop procedures to conduct activities; ensure that activities are conducted in accordance with related laws, ordinances, rules and regulations; develop comprehensive plans to satisfy future needs for Department services.
- Administer contractual joint powers agreements with school districts, other governmental agencies, and private organizations; maintain liaison with contracting agencies and service providers; ensure adherence with contract provisions.
- Prepare and administer the budget for the Parks and Facilities, Recreation and Human Services sections; oversee the park development fee program.
- Advise, and otherwise provide assistance to, the City Manager, the City Council, the Community Services Commission, other City personnel, other agencies, and the public regarding Department related issues.
- Select Department employees; plan, organize, and assign work; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance; execute disciplinary action.
- Represent the City, or delegates such authority, in relations with the community, advisory committees, local, county, state, and federal agencies, other parks and recreation departments, and professional organizations.

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- 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 incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

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

Experience:

- Five years of progressively responsible administrative experience in the field of public recreation, including the functions of recreation programming, community services activities and programs, facilities development and maintenance, and park acquisition and development.
- Five years of supervisory experience at the mid-management level or above.

Extensive knowledge of:

- Principles and practices of public recreation programs and community services.
- Inter-governmental and private recreation programs, facilities, and resources.
- Laws, ordinances, rules, and regulations.
- Community organization and methods for assessing and stimulating meaningful public interest and participation.
- Role of citizen committees, organization of City government, and the effective methods of professional leadership within this framework.
- Principles and practices of supervision and disciplinary processes.

Thorough knowledge of:

- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications in a public agency.

Considerable knowledge of:

- Principles and practices of park planning and development.
- Positive employee relations.
- Techniques of maintaining effective Council/staff and public/staff relations.

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Ability to:

- Plan, organize, and coordinate Department activities.
- Research, prepare, and present complex reports on a variety of subjects.
- Communicate clearly and concisely, both orally and in writing.
- Deal constructively with conflict and develop effective resolutions.
- Select, train, supervise, and evaluate employees.
- Establish and maintain effective relationships with the community at-large, the City Council, other City departments and public officials, public and private organizations and businesses, commissions/committees, and City staff.
- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Deal tactfully and courteously with internal and external customers.
- Interpret complex regulations, laws, and guidelines.
- Understand, explain, and apply policies and procedures.
- Plan and enforce a balanced budget.
- Represent the Department and/or City effectively in a variety of meetings, including making presentations.
- Develop new policies impacting Department operations/procedures.
- Make decisions regarding operational and personnel functions.
- Respond to emergency and problem situations in an effective manner.
- Interpret financial statements and cost accounting reports.

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:

Executive Management

Revised: 10/02/06

Replacing Director of Community Services classification specification (undated).

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