



CITY OF BEAUMONT

COMMUNITY SERVICES DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Community Services Department, including building and grounds maintenance of public facilities, graffiti and vandalism removal, various recreational activities, special events, mega events, and senior center activities; controls staffing levels and department budget; coordinates assigned activities with other departments and outside agencies; participates as a member of the executive management team; and provides highly responsible and complex administrative support to the Assistant City Manager.

REPRESENTATIVE DUTIES *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes full management responsibility for all Community Services Department services and activities; plans, assigns, directs and exercises administrative supervision over divisional employees engaging in a wide variety of building and grounds maintenance, recreation, special events and senior center activities.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Community Services Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Oversees the grounds and maintenance division including managing maintenance and upkeep of all City facilities and over fifteen (15) parks.

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9. Manages all operations of the Community Recreation Center (CRC) including after school programs, summer day camp, teen center, municipal pool, computer lab and various special events and activities.
10. Manages all City facility rentals and assigns appropriate staffing.
11. Manages the Senior Center including all senior services, activities and special events.
12. Manages all City special events including the Cherry Festival, Summer Concert Series and Relay for Life and assigns appropriate staffing.
13. Participates in the City's capital improvement plan and budget.
14. Directs the selection, training, development, evaluation and discipline of department staff pursuant to City guidelines and agreements;
15. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
16. Represents the Community Services Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
17. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
18. Participates and provides staff support on a variety of boards, commissions, and committees.
19. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of community services.
20. Respond to and resolve complex citizen inquiries and complaints regarding staff, City policy and neighbors; respond to City Council inquiries and take appropriate course of action.
21. Performs related duties, as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a comprehensive community services program.

Principles and practices of various programs within the Community Services department including, but not limited to, compliance, maintenance and citizen programs.

Advanced principles and practices of program development and administration.

Methods and techniques of negotiation;

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and practices of municipal budget preparation and administration;

Principles of supervision, training and performance evaluation;

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Manage and direct a diverse and comprehensive community services program.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Plan, organize, direct and coordinate the work of lower level staff.

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Delegate authority and responsibility.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Monitor expenditures consistent with approved budget.
Prepare clear and concise administrative and financial reports.
Attend meetings at various locations and times.
Interpret and apply applicable federal, state and local policies, laws and regulations.
Operate office equipment including computers and supporting software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Experience:

Ten years of increasingly responsible experience involving community service operations including three years of management and administrative responsibility.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS: *The conditions herein 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 job functions:*

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 25 pounds. Incumbent must be willing to work shift work, including nights, weekends, and holidays. Must be able to work in adverse weather conditions, including extreme heat and cold.

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The City reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confer process.