



Job Description

Title:	Community Services Director	Code:	1251
Division:	Administration	Effective Date:	09/24
Department:	Community Services	Last Revised:	09/24

GENERAL PURPOSE

Performs a variety of administrative and supervisory duties over recreation operations, programs and facility management, library, museum, and senior citizens operations and programs, special events, trail development and other community services programs and project areas.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Provides direct supervision to full-time personnel and general supervision to part-time, seasonal and volunteer personnel in the Recreation, Events, Library, Museum and Senior Center Departments of the City; otherwise known as the Community Services Functional Area.

ESSENTIAL FUNCTIONS

Plans, establishes and organizes community outreach programs designed to meet the needs of various groups or categories of participants; monitors program activity to assure quality and serves as trouble shooter; coordinates and instructs community services related seminars and workshops; recruits, hires and trains personnel; monitors performance to assure quality programs and services; organizes city-wide special events.

Serves as liaison and advisor to the Community Services Board, Library Board, Historic Preservation Board, and RAP Tax Committee. Implements new community outreach programs as needed to best serve community interests; prepares and delivers reports and attends meeting as needed to advise the city manager and/or mayor/city council of program activities, results, and new program implementation.

Directs and performs program and special event marketing and advertising; utilizes various media platforms and channels to reach all segments of the public and educate regarding recreation programs; performs general public relations as needed to address concerns and interests of the public; addresses various groups and clubs to solicit time and financial assistance for special programs; secures business sponsors; reviews complaints, problems and concerns expressed by the public; analyzes circumstances and issues and develops alternative solutions; initiates action to create change as needed.

Coordinates access to local facilities; has responsibility for the security of recreational buildings, outdoor facilities, and surrounding areas. Assures a safe environment both indoors and outdoors through periodic safety checks of facilities and equipment.

Coordinates with Mayor, City Manager, Public Works Department and other departments for the planning, development, construction, and maintenance of all parks, trails, and open space. Coordinates directly with Public Works Parks Department staff regarding improvements, maintenance, and preparations of outdoor recreation facilities, concession stands, restrooms, pavilions, community garden, parks for Community Service programs, and City Mountain Bike trails.

Prepares budget proposals for the departments under the umbrella of the Community Services Functional Area and makes revenue projections; submits to the city manager for review and approval; forecasts the departmental and program needs and recommends capital project improvements to support the Community Services Functional Area; monitors on-going expenditures to assure compliance with fiscal goals; establishes fee schedules for program participation; aids in the preparation of bids and the purchasing of required equipment as necessary; aids in the preparation of bids for construction of new facilities.

Writes and manages grants for projects and facilitates grant revenue and other fund-raising activities for Community Services Department needs. Supervises sponsor fund acquisition for community events, sports, and Orchard Days events.

Develops programming used for all indoor recreation facilities, trails, open spaces, and outdoor recreation facilities and play spaces. Implements, coordinates & manages equestrian, cultural and arts programs, special events, and other leisure services as needed or directed. Plans, coordinates development of and implements fee structures, policies and procedures related to recreation programs, facilities and open spaces. Develops projects funded by RAP Tax dollars.

Oversees Citywide Orchard Days celebration. Coordinates with other departments as needed in planning and implementation of events.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in recreation management, physical education or some other related field;

AND

B. Four (4) years of experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of the methods and techniques of developing and operating recreation programs, classes and events; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; principles and practices of general management including fiscal and human resources; budgeting processes and general accounting; rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; working knowledge of the operation of personal computers and various software applications including spread sheets, word processing, etc.

Ability to organize recreational leagues, establish team rosters and schedule games, tournaments and other play activities; establish and maintain effective working relationships with employees, various age groups, other organizations, and the public; administer a large work program; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively, verbally and in writing.

3. Special Qualifications:

A. Must possess a valid Utah driver's license.

B. Certified Parks and Recreation Professional (CPRP) certification is required within one (1) year of hire.

4. Physical Demands and Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Also exposed to a variety of indoor and outdoor recreation facility environments, i.e., gymnasiums, baseball/softball facilities, soccer facilities, local school facilities on a regular basis. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. May be required to lift up to 50 lbs or more on a periodic basis. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

NOTE: All Santaquin City employees must successfully complete a pre-employment drug test and criminal history check and any other pre-employment verification deemed necessary to the position, following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.



Disclaimer: The above statements are intended to describe the general nature, level, and type of work performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, demands, and skills required of personnel so classified. The Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes any earlier versions. **SANTAQUIN CITY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER.**

I _____ have reviewed the above job description. Date: _____