

CITY OF SAN JUAN CAPISTRANO

COMMUNITY SERVICES MANAGER

*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.*

DEFINITION

To assist in planning and coordinating the activities, and operation of the Community Services Department including leisure, human services, cultural, and recreational activities; and to provide responsible staff assistance to the Community Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Services Director.

May exercise direct supervision over professional and technical staff.

ESSENTIAL FUNCTION STATEMENTS . *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Researches and writes grant proposals; monitors expenditures; implements and manages programs.
2. Manages and administers consultant contracts; determines scope of work and prepares RFP's and RFQ's, participates in the bidding and selection process; monitors contracts; processes and recommends payments.
3. Provides staff assistance to the Parks, Recreation, and Equestrian Commission; prepares and presents Commission and City Council agenda items.
4. Recommends the selection of Community Services staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
5. Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
6. Directs, coordinates, and reviews the work plan for assigned programs; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures.
7. Prepares and administers assigned program budgets; submits budget recommendations; monitors expenditures and revenues.
8. Coordinates large special events including logistics, publicity, and sponsorship; supervises staff and volunteers.
9. Oversees procurement of equipment and supplies as required for assigned program; confers with management and other public and private agencies in procuring materials and equipment for program use.

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Essential Functions:

10. Assesses and monitors community needs; identifies opportunities for improving service delivery methods and procedures and developing new programs; implements programs or improvements.
11. Coordinates marketing procedures and publicity program events with those of other divisions, outside agencies and organizations; prepares and presents brochures, press releases and related public relations material.
12. Confers with other departments, divisions and outside agencies; identifies and implement programs to meet community needs.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation and human services programming.
14. Acts as Community Services Director when assigned.
15. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a recreation, leisure and human services program.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of recreation program development and administration.
Principles and practices of municipal budget preparation and administration.
Recent developments, current literature and sources of information related to recreation and human services, planning and administration.
Procurement practices related to equipment and supplies.
Marketing theories, principles and practices and their application to a wide variety of leisure services.
Modern office procedures, methods and equipment including computers.
Pertinent Federal, State and local laws, codes and regulations.

Skill in:

Supervising, organizing, and reviewing the work of professional, technical, and clerical personnel.
Interpreting and explaining the assigned recreation program policies and procedures.
Operating office equipment including computers and supporting word processing and spreadsheet applications.
Researching, analyzing, and evaluating new service delivery methods, procedures and techniques.
Recommending and implement goals, objectives and practices for providing effective recreation programs.
Eliciting community and organizational support for recreation programs.
Preparing clear and concise reports.
Making public presentations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

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Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience in recreation program development and implementation including three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation administration, physical education, public administration, or a related field.

License or Certificate

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