

TOWN OF SAN ANSELMO

COMMUNITY SERVICES DIRECTOR

DEFINITION

To plan, develop and administer the Town's recreation programs, volunteer program and event services; and to provide highly complex administrative support to the Town Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. Policy direction is from the Town Council. Serves as staff to the Parks & Recreation and Arts Commissions, which act in an advisory capacity to the Town Council.

Exercises formal supervision over professional staff in the Recreation Department; exercises indirect supervision over support staff, and temporary hire, seasonal part-time, contract, permanent, or other employees and volunteers hired to perform or provide recreation services.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Essential responsibilities and duties may include, but are not limited to, the following:

Assume management responsibility for all recreation planning, including parks and recreation master planning, departmental operations, capital planning and other related support services and functions.

Manage the development and implementation of Recreation Department goals, objectives, policies, and priorities; allocate resources accordingly. Plan and provide community outreach to encourage collaboration in achieving community goals.

Develop, manage and implement Town-sponsored community events and facilitate events planned by other Town organizations.

Manage the Town's use of volunteers and appropriate volunteer recognition.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload and administrative and support systems; identify opportunities for improvement; direct the implementation of change.

Work on a variety of recreation and park facility projects, including organizing key interest groups, analyzing needs, research and development, planning, requesting proposals, contract implementation, and project management.

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Serve as staff to elected and appointed groups within the community including: Town Council, Parks and Recreation Commission, Arts Commission, and other standing and ad hoc committees as needed.

Select, train, motivate and evaluate professional staff; provide or coordinate staff training; work with employees to correct deficiencies.

Manage administrative functions including preparation and control of operating and capital budgets; review and approval of payroll for all department staff; oversight of service contracts; records management with regard to confidentiality, retention and destruction; legal compliance with Department of Justice fingerprinting requirements; risk management for all programs and activities; and use of facilities.

Confer with contractors, architects, school districts, landscape architects, Town Departments and Department Directors, a variety of agencies, and the general public in acquiring information, negotiating contracts for service, and coordinating trips, special events, and other recreation and parks related matters.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

OTHER DUTIES

Manages department's computer hardware and software systems.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and procedures characteristic of a municipal government recreation program.

Principles of organizational development relating to master, strategic and operational planning.

Principles and practices of administration, budget, and human resource management, including supervision and direction of volunteers.

Marketing principles and practices as applied to recreation programs, activities, and services.

Principles of customer service.

Principles and practices of workplace and recreation safety.

Pertinent local, State, and Federal laws, ordinances, and rules.

Modern office equipment, including computers and software applications such as word processing, spreadsheets, and data base applications.

Ability to:

Plan, direct and control the administration and operations of the Recreation Department.

Provide administrative and professional leadership and direction for the Town's administrative functions and other areas as assigned.

Interpret and apply Town policies, procedures, rules, and regulations pertaining to assigned programs and functions. Develop policy recommendations as appropriate for Town Council approval .

Supervise, train, and evaluate personnel.

Identify and respond to community, Town Manager, and Town Council's issues, concerns and needs. Exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs.

Develop, control and administer the Department's revenue and expenditure budgets; allocate limited resources in a cost effective manner.

Research, collect, compile, and analyze information and data. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and objectives.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION

Experience:

Five years of progressively responsible professional level experience in the planning, delivery and administration of recreation programs and services.

Education:

Graduation from an accredited college or university with major course work in recreation administration, leisure services, physical education, business administration, public administration or related field.

License or Certificate

Possession of, or ability to obtain, a valid Cardiopulmonary Resuscitation (CPR) Certificate and a valid First Aid Certificate as issued by an organization such as the American Red Cross. (Must obtain within two months of appointment.)

May need to possess a valid California Class C driver's license as required by the position.

Ability to meet legislative and regulatory requirements relative to working with minors under the age of 18.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

On an intermittent basis, sit at a desk for long periods of time; use telephone and write or use a keyboard to communicate through written means; stand, work, and bend while involved in some recreation program activities; squat, climb, kneel, and twist intermittently if setting up or participating in sports program activities; perform simple grasping and fine manipulation; and exert moderate amount of physical effort involving lifting and moving of recreation supplies and equipment.

Date: 2-9-09

Approved: Debra Stutsman

Revised: February 2009