

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Community Services Director	Job Family:
General Classification: Management	Job Grade:

Definition: To assure that the community is afforded quality recreational programs and performing arts projects, well-maintained parks and open space areas.

Distinguishing Characteristics: This is a department head-level position reporting to the City Manager or to the Assistant City Manager. There are currently four divisions which report directly to the Community Services Director, including Parks Maintenance, Recreation, Shoreline and Performing Arts.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Develops, implements and reviews departmental and division goals, objectives, policies and procedures in order to provide adequate service to the community.
2. Manages, directs and organizes personnel, facilities, equipment and other resources of the department in order to achieve an acceptable level of service. This includes assigning work activities, projects and programs; monitoring work flow, reviewing and evaluating work products, methods and guidelines.
3. Ensures a competent and motivated work force by hiring, training, developing and evaluating subordinates.
4. Develops, administers and is accountable for the department budget.
5. Keeps City management properly informed of department activities and issues.
6. Prepares for and makes presentations at Council committee and community meetings as necessary.
7. Coordinates work of department with other departments, municipalities and agencies, often as a representative of the City, to ensure smooth, coordinated service.
8. Initiates, conducts and analyzes studies and special reports to determine current and future needs of the department as well as to determine the feasibility of new programs and services.
9. Researches and makes recommendations to the City Manager on policies, programs and special topics.

Position Title: Community Services Director

Page 2

10. Implements City Council priorities at the direction of the City Manager.
11. Other related duties as assigned.

Minimum Qualifications:

Knowledge of: General municipal government operations and budgeting procedures and techniques; general management principles, philosophies and techniques relating to the management of public parks, recreational programs and facilities, natural habitats and open space areas; performing arts; principles and practices of policy development and implementation; pertinent local, State and Federal laws, rules and regulations; principles and practices of supervision, training and personnel management; principles and practices of strategic planning.

Ability to: Analyze, organize, direct and implement programs to meet the needs of the community; communicate effectively, both verbally and in writing; develop, prepare and administer a departmental budget; interpret and explain department policies and procedures; select, train, supervise and evaluate departmental staff; establish and maintain effective working relationships with those contacted in the course of work; effectively utilize automated computers and related software applications.

Experience and Training Guidelines: Combination of experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Bachelor's degree from an accredited college or university in public administration, parks/recreation administration or a related field, and five years of increasingly responsible experience as a public-sector manager, including at least two years of supervisory experience.

Required Licenses or Certificates: A valid California driver's license.

Established
Revised

CLASS SPECS
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