

COMMUNITY SERVICES PROGRAM MANAGER

Job Summary:

Under general direction, manages various Community Services and/or recreation programs, an/or activities namely, but not limited to, Permits, Volunteer Banquet, Santa's Sleigh, Family Support Grant, Farmers Market, and other City special events.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Plans, prepares, organizes, staffs and/or directs programs and/or events namely, but not limited to, Permits, Volunteer Banquet, Santa's Sleigh, Family Support Grant, Farmers Market and other City special events.
2. Develops promotional programs and brochures to promote participation and generate revenue.
3. Develops operating manuals and procedures.
4. Prepares and controls program budget and expenditures; recommends service levels.
5. Administers contracts with outside agencies and service suppliers; recommends changes to procedures, forms, fees, and other administrative matters.
6. Supervises, trains, and evaluates personnel; establishes standards of performances.
7. Conducts and researches funding sources for programs; prepares grant applications.
8. Ensures compliance with all applicable state, federal, city, and all local laws and regulations.
9. Prepares Council agenda items, resolutions, and correspondence.
10. Provides information to and consults with the public.
11. Attends meetings and training sessions, staffs various City committees and commissions.
12. Maintains accurate accounting and deposit of funds and other financial transactions.
13. Performs related duties as required.

Qualification Guidelines

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience

Bachelor's degree in recreation and three (3) years of full-time, paid experience managing multiple recreation or socio-economic community services programs. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles and practices of community program management and recreation.
- Principles of supervision and training.
- Office practices and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Financial, budgetary, and general recordkeeping practices and techniques.
- Management of objectives.
- Budget preparation and control.
- Grants and other funding sources.

- Principles and techniques of public speaking and public relations.
- Personal computer software and hardware.
- Community resources, needs and limitations.

Skill and/or Ability to:

- Efficiently and effectively manage assigned recreation and other related programs.
- Promote usage of programs and generate revenue.
- Train, supervise and evaluate staff.
- Establish and maintain effective working relationship with others.
- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Interpret, apply and explain related policies and procedures.

License and Certificates:

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- Require the ability to stand and/or walk for long periods or distance
- Is subject to inside and outside environmental conditions.
- May be required to work evenings and/or weekends.
- May be required to use city and/or personal vehicle in the course of employment.