

CITY OF AGOURA HILLS

COMMUNITY SERVICES DIRECTOR

DEFINITION

Under general supervision of the City Manager, the Community Services Director manages and directs the City's Community Services department, implements policies and establishes procedures related to recreation facilities, youth, teen and senior programs and special events; develops and administers the department budget; establishes and maintains liaison to the public, advisory committees, local, country, state, and federal agencies, other recreation departments, and professional organizations. Directs the operations of the Agoura Hills/Calabasas Community Center and the Reyes Adobe Historical Site and performs related duties as required.

CLASS CHARACTERISTICS

The Community Services Director manages recreation staff to ensure proper management of City recreation facilities and development and coordination of broad and diversified recreation programs and activities sponsored by and affiliated with the City.

EXAMPLES OF DUTIES

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

1. Surveys and assesses the recreation needs of the community.
2. Develops short and long term department objectives and goals.
3. Plans and develops specialized recreation programs for youth, senior citizens and adults.
4. Encourages and promotes community interest in recreation programs and activities.
5. Represents the City, or delegates such authority, in relation with the community, advisory committees, local, country, state, and federal agencies, other recreation departments, and professional organizations.
6. Organizes, coordinates and manages state, regional and local grants and other fund sources for recreational purposes.
7. Assists in and advises on the acquisition of pending and future parkland and the development of recreational facilities and programs within the community.
8. Prepares written and oral reports and makes presentations.
9. Oversees operations and programs at the Reyes Adobe Historical Site.

10. Oversees operations at the Agoura Hills/Calabasas Community Center.
11. Attends City Council meetings, staff meetings and meetings of City recreation groups as required; and performs other related work as assigned.
12. Plans, directs, and coordinates department activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations; develops comprehensive plans to satisfy future needs for department services.
13. Prepares and administers the budget for the Community Services department.
14. Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.

QUALIFICATIONS GUIDELINES

Education and/or Experience: A bachelor's degree from an accredited college or university with a major in recreation management, administration or related field. An advanced degree in recreation management or administration is desired. At least four years of progressively responsible experience in the management, coordination and support of parks and recreation facilities, programs and activities with other local government agencies.

Knowledge, skills: The Community Services Director should have complete working knowledge of municipal and recreation program development and management concepts, principles and practices. The Community Services Director should have the ability to write and communicate effectively, organize and prioritize a variety of tasks and projects, understand and follow instructions and directives, and respond in a timely manner to requests for service and general recreation questions. In addition, the Community Services Director should be creative, well-organized, energetic and outgoing.

Ability to: The Community Services Director should have the ability to coordinate the activities of various community groups and maintain positive and cooperative working relations with members of City Council, staff, other governmental entities (including the Las Virgenes Unified School District), local cities and the public.

Licenses and Certifications: Possession of a valid California Class C driver's license is required at all times.