



Community Services Manager

Department: **Community Services** Class Code: **31**
Reports to: **Town Manager** FLSA Status: **Exempt**

GENERAL PURPOSE:

Manages all activities of the Community Services Division, including recreation & aquatics programs, senior center programs/services and various special projects. Is responsible for budget preparation, management and personnel issues, report writing, grant application and administration. Supervises Senior Center staff, Recreation Lead, and Administrative Assistant.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible for the direction, management, planning and implementation of community services related to recreation, aquatics, and the senior center.
- Interface with key community groups, organizations and individuals to insure successful delivery of community services involving a wide range of participants.
- Recruit, train and direct staff and volunteers.
- Research, apply for and administer appropriate community service-related grants.
- Maintain appropriate records and prepare program reports as needed by Council or management.
- Complete special projects as directed by the Town Manager.
- Attend Council and other meetings as required, provide professional advice, make presentations, prepare reports, develop and communicate official plans, policies and procedures to staff, Council and the public.
- Prepare division budgets and administer expenditures of funds and collection of revenues.
- Administer a public relations and public information program as necessary to support the development of community services.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Equivalent to a Bachelor's degree from an accredited college or university in management or a related field or equivalent training and relevant work experience.

Required Licenses or Certifications:

Possession of a valid State of Arizona driver's license.

Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of project management.
- Principles and practices of human resource administration.
- Principles and practices of project management.
- Principles and practices of leadership.
- Principles and practices of public administration and the public process.
- Town codes, Personnel manual and Town General Plan.
- Arizona state statutes and personnel laws and processes.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Excellent oral and written communication skills.
- Strong managerial and supervisory skills.
- Ability to coordinate and develop long and short range plans and to make recommendations and decisions on matters of major policy.
- Ability to provide administrative and professional leadership and direction for the Community Services Division.
- Ability to establish and maintain effective working relationships with all customers, including Town officials, staff, community groups, the general public and media representatives
- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Evaluate various programs and make recommendations.
- Coach and supervise employees.
- Evaluate the need for training and provide same.
- Work with all levels of an organization and provide technical guidance and consultation in making strategic decisions.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Frequently required to sit, stand, walk, talk, and hear. Specific vision ability required for this job include distance and close vision. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	12/2021			31	Exempt	

APPROVED: _____

DATE: _____