



CITY OF LEMON GROVE

Class Title: Community Services Superintendent
Department: Public Works
Division: Community Services

GENERAL PURPOSE

Responsible for providing highly skilled program support in the planning, developing, scheduling, directing, and implementing of year-round, community services programs, special events, and facility operations.

SUPERVISION RECEIVED AND EXERCISED

This position receives general administrative direction from the Public Works Director and may exercise supervision over the Grounds and Facilities division employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establish Community Services goals and objectives;
- Develop, review, interpret, and implement facility policies, procedures, rules and regulations;
- Participate in the development and administration of the annual Community Services division budget;
- Develop, implement, administer, and evaluate:
 - Community events for all age groups;
 - Day to day and long term facility maintenance, repair and replacement;
 - Facility rental operations, polices and procedures;
 - City wide special events;
 - Inter-agency, contractual, satellite programs and instructional programs;
 - Revenue generating programs;
 - Grant programs and funds;
- Interview and recommend selection of Community Services division personnel;
- Supervise, train, and evaluate subordinate personnel;
- Conduct and attend staff meetings;
- Develop and maintain facility and program fee schedules;
- Responsible for maintaining a safe working environment;
- Oversee press releases, radio announcements and promotional flyers;
- Collaborate with community agencies, school, businesses, and organizations to achieve community services goals;
- Respond both orally and in writing to information requests;
- Perform other duties as assigned.

Education and Experience

Any combination equivalent to the experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a bachelor's degree from an accredited college or university with major work in community services, public administration, or a related field.
- At least five years experience in a full-time professional capacity in the public recreation field or equivalent, with increasingly responsible program planning and supervisory experience.

Licenses or Certification

Possession of a valid California driver's license.

Knowledge of:

- Philosophy, principles, and practices of public community services programs and administration;
- Principles and practices of supervision, training, and evaluation;
- Principles and practices of facility management and maintenance;
- Principles and practices of budget preparation and management;
- Principles and practices of public relations techniques; and
- Microsoft office programs including Word, Excel, and Outlook

Ability to:

- Understand and carry out oral and written instructions;
- Communicate effectively, both orally and in writing;
- Plan and prepare effective written reports and oral presentations;
- Use word processing and spreadsheet software for communications, report development, and planning tasks;
- Plan, organize, and prioritize projects;
- Analyze trends and develop long-range plans;
- Create, direct, and evaluate innovative recreational programs based on analysis of community needs;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Lead and manage work teams and foster a teamwork environment;
- Supervise, train, and evaluate subordinates;
- Resolve conflicts and effectively administer a progressive discipline process;
- Adapt to a variety of new and constantly changing assignments; and
- Maintain confidentiality regarding a variety of employee and personnel issues.

TOOLS AND EQUIPMENT USED

- Basic office equipment, including office and cell phones, personal computers, facsimiles, and copiers;

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on documents. Operate a multitude of office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additionally:

- May be required to maintain a flexible work schedule to accommodate night and weekend events;
- May be required to work in inclement weather conditions without effective protection from sun, cold and rain;
- Noise level in the work environment is sometimes loud.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: June 7, 2011