

DIRECTOR OF MUNICIPAL SERVICES

DEFINITION

Under administrative direction to plan, organize, direct, and coordinate the recreation, community services, and public works programs of the City, including streets, golf course and parks and trees divisions; to develop and implement policies and regulations for use of the City's recreation centers, golf course and public works facilities; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is the Department Head position for overseeing the City's community service, recreation and public works programs including the streets, golf course, parks and tree divisions, and development of recreation centers, projects and facilities. All Department work is directed and coordinated by this position.

EXAMPLE OF DUTIES

Plans, organizes, directs, and coordinates the recreation, community services, and public works programs of the City, including streets, golf course, parks and trees; coordinates department functions and programs with the activities of other City departments; provides staff support, information, and assistance to the City Council, City Administrator and department heads concerning parks, recreation, facilities and public works proposals and programs; selects, trains, and evaluates staff; develops and implements policies, regulations and priorities of assigned operations and for the use of recreational and other City facilities; prepares project and agenda reports as required; submits activity reports and technical information to advisory boards, commissions and associations; prepares cost analyses of programs of assigned operations, including facility, public works, streets, trees and golf course projects and problems; conducts reviews of the use of recreation, community services programs, golf course programs and facilities; oversees the preparation and administration of grants; reviews and approves requests for use of facilities; insures proper liability coverage for all program operations; develops and submits recommendations for fees for recreation and golf course programs; develops publicity materials for recreation programs and facilities; directs the preparation of the annual budget; develops budget requests, makes recommendations for the purchase of equipment and supplies, reviews and evaluates division performance and controls budget expenditures; meets with community groups

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EXAMPLE OF DUTIES (cont.)

and organizations regarding recreation programs, community services, parks and golf course facilities and programs, problems, and policies; prepares a variety of reports on Department functions and operations; cultivates sound community relations; serves as a liaison with other government agencies; responds to the most sensitive complaints and inquires regarding Department operations and policies, represents assigned functions with City staff and governmental agencies, as delegated.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of municipal management and administration in providing comprehensive public recreation, community services, public works and golf course programs.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, rules, and regulations affecting the City's park and recreation, public works, streets, trees and golf course programs.
- Recreational, park, community services, streets, trees, golf course and facility needs of the local community.
- Development and maintenance of community recreation facilities.
- Community organizations.
- Capital projects and grants application and administration.
- Principles of local government, organization, and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate, and direct the public recreation, community services, and certain public works functions, including streets and trees, of the City.
- Provide supervision, training, and work evaluation for staff.

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EMPLOYMENT STANDARDS - (cont.)

- Formulate, implement, and evaluate department policies and procedures affecting the provision of recreation community services, streets, trees and golf course programs.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Serve as an advisor to the City Council, City Administrator, and other boards and commissions.
- Prepare and administer the departmental budget and fiscal controls.
- Evaluate facility development needs and programs.
- Research, collect, and analyze information related to parks and recreation and public works functions.
- Prepare a variety of reports and presentations.
- Effectively represent the City's Municipal Services Department with concerned individuals, community organizations and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in recreation, social services, physical education, business or public administration, or a closely related field. A Master's degree is desirable.

Work Background: Five years of progressively responsible and varied professional experience in public recreation programs planning and development, including at least three years in a management or supervisory capacity.

February 2007 (Res. #0719)