

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant Community Services Director	Job Family: 2
General Classification: Management	Job Grade: 46

Definition: To plan, organize, and direct a variety of support services and intradepartmental projects in all divisions within the Community Services Department. This position performs responsible and innovative administrative management in support of City and department goals and objectives and is a participating member of the Department's management team. The Assistant Director is expected to identify policy issues and work either independently or with other staff to develop options and recommend solutions. Acts on behalf of the Community Services Director in the Director's absence.

Distinguishing Characteristics: The Assistant Director serves as full-time assistant to the Director or assumes responsibility for major divisions and, in addition, performs general administrative tasks for the Director. This position is distinguished from division manager positions in that the Assistant Director will take a lead role in overall department administration and support functions and the formulation of the department's overall goals and objectives, budget/capital improvement, and personnel training and evaluation programs. The incumbent operates with a broad range of independence within policy parameters and works under minimal direction, following general guidelines or professional and administrative standards in accomplishing assignments. The Assistant Director receives general direction from the Community Services Director and exercises direct and indirect supervision over the Recreation Manager, Performing Arts Manager, Shoreline Manager, Forestry and Roadway Manager, Parks and Open Space Manager, and other professional, supervisory, technical, and clerical staff.

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

1. Assists the Community Services Director in managing and directing the Community Services Department.
2. In cooperation with Community Services Director, assists in the strategic planning, coordination, and implementation of overall division and departmental policy and administration.
3. Manages, plans, and administers the work of various division staff.

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4. Assists in developing department and division goals and objectives and implementation of policies and procedures.
5. Ensures the divisions within the department perform effectively by establishing goals, objectives, and policy guidelines and by reviewing the performance of each division and that division's contractors.
6. Manages, directs, and organizes personnel, facilities, and other resources of each division to achieve an acceptable level of service.
7. Recommends the appointment of personnel; participates in the hiring, training, supervision, motivation, and evaluation of department staff; works with employees to correct deficiencies and implements discipline procedures.
8. Ensures fiscal soundness of each division by working with the Director to develop, justify, and administer the capital and operating budgets for each, including analyzing expenses and establishing rates and fees.
9. Represents the Community Services Department in meetings and on committees.
10. Serves as staff liaison to one or more of the City's advisory bodies.
11. Manages large and complex projects, including the annual department Capital Improvement Program, by coordinating work with other City departments as well as other organizations and agencies.
12. Negotiates contracts, assuring compliance with City policies through sound management practices.
13. Provides administrative direction for activities related to the effective use and management of programs, projects, personnel, resources, facilities, and equipment.
14. Assures division activities and programs comply with pertinent Federal, State, and local environmental rules and regulations.
15. Researches and prepares technical and complex administrative reports; prepares written correspondence with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
16. Reviews, edits, and presents staff reports to the City Council and to various commissions and committees as required.

17. Develops and implements strategic directions for the Community Services Department that are aligned with the City's and Department's visions, goals, and objectives.
18. Coordinates and manages interdepartmental problem-solving teams to address issues and recommends solutions to resolve these issues.
19. Assumes the role of Community Services Director in the Director's absence.
20. Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of recreational programs and facilities, golf, and/or park management design and procedures; principles and practices of strategic planning; municipal government structure and management; pertinent Federal, State, and local laws and practices related to community services operations; municipal budgeting procedures and techniques; principles and practices of organizational development; principles and practices of supervision, training, and personnel management; and principles of business correspondence and report writing.

Ability to: Develop and implement public recreation, performing arts, golf, and park and open space programs, projects, and procedures; communicate clearly and concisely, both orally and in writing; plan and organize; interpret and explain policies and procedures; select, train, and supervise and evaluate departmental staff; clearly present information regarding complex issues, programs, and policies to a variety of audiences, including the City Council, commissions, management staff, and the City's business and residential community; develop, prepare and administer a budget; and establish and maintain collaborative, effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of increasingly responsible experience in the management of recreational programs and facilities, performing arts, golf, and/or park operations and functions, three years of which must have been at the supervisory or management level. Completion of a bachelor's degree in recreation, parks, public administration, or a related field. Completion of a master's degree in recreation or public administration or a related field is highly desirable.

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Required Licenses or Certificates: Valid California Driver License.

Working Conditions: In addition to the regular work schedule, this position must be available to work evenings and weekends to attend meetings, events, seminars/workshops, and training as needed.

Established: October 2000

Revised: November 2020

HRD/CLASS SPECS

Assistant Community Services Director