



City of Woodland

COMMUNITY SERVICES PROGRAM MANAGER

DEFINITION

To plan, organize and manage all recreation activities and programs for the City, to include the supervision, coordination, promotion and evaluation of youth, teen, adult, and senior programs and community services.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Community Services Director. Responsibilities include direct supervision of assigned subordinates. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize, coordinate, evaluate and manage all phases of the City's Recreation programs, including the development of youth, teen, and adult programs and activities and community services. Plan, organize, coordinate, evaluate, and manage all phases of the City's Senior programs. Make policy and procedure recommendations to the Community Services Director. Develop budgets and monitor and authorize expenditures of the budget. Hire, train, supervise, and evaluate assigned staff, to include volunteers. Work closely with community organizations and committees. Prepare reports, maintain records and prepare grant proposals and procedure manuals. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Oversee the leadership and direction for the day-to-day scheduling of youth, adult, and senior programming. Plan and oversee community services and or events. Coordinate with the school district, local organizations, and State agencies. Interpret City and Department policies, rules, and regulations as appropriate. Serve as staff to the Parks and Recreation Commission and other committees when assigned. Receive, investigate, and respond to inquiries, complaints, and requests. Oversee the Department's Activity Guide brochure. Serve as Acting Community Services Director as assigned. Conduct, attend, and participate in all assigned staff meetings. Perform other job related duties as assigned.

QUALIFICATIONS

Knowledge of:

Philosophy, principles, and practice of public recreation and community services programs. Principles, practices, and methods of program development and management. Community resources adaptable to the development of community services programs for youth, teens, adults, and seniors. First-aid methods and safety precautions related to general recreation programs and facilities. Principles of organization, administration, budget, and personnel management.

Skill to:

Communicate clearly and concisely, both orally and in writing. Supervise, train, and evaluate assigned staff. Establish and maintain effective work relationships with those contacted in the performance of required duties. Direct, supervise, coordinate, and evaluate recreation and community services programs. Develop and monitor budgets. Interpret and implement Department policies. Promote and maintain support for programs from the community and local organizations. Operate office equipment including computer and photocopy machine.

Ability to:

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience:

Education:

Bachelor's Degree from an accredited college or university with major work in recreation or a closely related field. A Master's degree is preferred.

Experience:

Three years of increasingly responsible professional experience in the delivery of recreation, social, and/or community services, including supervisory experience.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 20 pounds of force seldom, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.