

<b>ORGANIZATION:</b>	City of Sherwood	<b>DATE:</b> 2009
<b>LOCATION:</b>	Sherwood, Oregon	
<b>DEPARTMENT:</b>	Community Services	
<b>FLSA STATUS:</b>	Exempt	
<b>JOB TITLE:</b>	Community Services Director – Pay Group H	

**PURPOSE OF POSITION:**

Plan, direct and oversee the delivery of Recreation, Library and other Community event services within the City. Supervise Community Services and Library personnel, through subordinate supervisors, in the performance of their duties. Attend related meetings and training. Communicate with public in matters of pertaining to Community Services functions. In conjunction with the Public Works Director and Library Manager, ensure adequate maintenance for all of the City's Community Services facilities.

**ESSENTIAL JOB FUNCTIONS:**

Establish departmental goals and objectives. Plan and develop community services in the area's of Active Recreation Development for youth and adult, Community Events such as Music on the Green, coordination with sports leagues for use of City facilities, library and other Cultural events that may arise.

Evaluate, develop and implement goals, programs, policies and procedures to improve the effectiveness and efficiency of department responsibilities. Develop long-range plans for Community Services in the community.

Represent the City at public forums. Attend various community groups, professional and civic organization meetings to communicate Community Services policies and programs, and develop goodwill.

Prepare, present and/or arrange for internal and external staff development and training programs.

Prepare and present initial budget request. Monitor and approve expenditures for compliance to approved budget. Oversee all Community Services programs. Review and approve budget requests and purchase orders within the department. Develop grant requests and solicit funds for special projects.

Work with relevant boards to develop policies and long-range goals. Attend City Council, Parks board, Library boards and Cultural Arts board and various other meetings, as needed, providing input and receiving direction or other information.

Assign, supervise and evaluate work of subordinates, including supervisory personnel. Hear grievances and administer disciplinary action. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within department.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:**

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Broad knowledge of the principles, practices and philosophy of Community Services Management, current methods and principles. Advanced knowledge of business administration, volunteer and community involvement programs. Equivalent to a four-year university

education in business management, or closely related field and over seven years related experience, or satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties. General knowledge of municipal government operations and public relations principles. Knowledge of word processing and spreadsheet software. Must have the ability to communicate effectively, both oral and written.

**SPECIAL REQUIREMENTS/LICENSES:** None.

**DESIRABLE REQUIREMENTS:** Previous experience in development of Community Events and Recreation Programs.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most public environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:** Responsible for over four and seldom over ten FTE, including subordinate supervisory personnel.

**SUPERVISION RECEIVED:** Works under the general direction of the City Manager.