

COMMUNITY SERVICES MANAGER

DEFINITION

Under direction, organize, promote, conduct and supervise a variety of community service programs; responsible for recruitment, hiring and training of personnel; perform a variety of technical tasks related to assigned area of responsibility.

EXAMPLES OF DUTIES

Plan, organize, direct and supervise community service programs for a variety of age groups; interface with staff and community groups to provide programs; assign, supervise, and review the work of staff responsible for providing community services; train and evaluate assigned personnel; participate in the preparation and administration of the budget and monitor expenditures; prepare necessary reports and correspondence including statistical reports, memoranda, and evaluations; participate in departmental management meetings and maintain records; evaluate methods and techniques used by staff and volunteers; research and prepare proposals for new programs and perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of

Development, organization, implementation and evaluation of community services; program budgeting methods and procedures; marketing principles; contracts administration; principles of supervision; rules of various sports and games commonly offered in programming; training and motivating techniques used for job improvement; first aid and safety.

Ability to

Plan, organize, and manage community service programs; supervise, organize and review the work of program staff; communicate effectively with the public; keep and maintain necessary records; interview, hire, train and discipline program staff; prepare concise, clear reports, both orally and in writing; plan, recommend and administer operating budget; interpret and apply District policies and procedures.

Experience:

Two years of responsible professional community services experience in a major community services program area.

Education:

Graduation from an accredited four-year college or university with major coursework in community services, physical education, or related field. Specific and substantial experience (in addition to the two years' experience required) may be substituted for the required education on a year for year basis.

Licenses

Possession of an appropriate, valid California driver's license.