

COMMUNITY SERVICES
DIRECTOR



DEPARTMENT:	Recreation
REPORTS TO:	City Manager
DIRECTLY SUPERVISES:	Library Director and Recreation Director
BARGAINING UNIT:	Non-union Exempt Employee
DATE APPROVED:	September 2006

SUMMARY:

This is an administrative position responsible for overseeing the orderly and efficient operation of the City Library, Recreation Administration, Arts and Cultural Activities, Senior Friendship Center, Municipal Band and City Hall Maintenance Department. This administrator is responsible for such functions as long-range planning, public relations, budgeting and direct and indirect supervision of all personnel in the above departments.

Work includes staff recruitment, training, program evaluation, planning and coordination of the various departmental activities. The employee works under the general administrative direction of the City Manager and is given a wide latitude in organizing and directing all work in accordance with city policies.

ESSENTIAL FUNCTIONS OF THE JOB:

- Performs the long range planning for the Library, Recreation Department, Arts and Cultural Activities, the Senior Friendship Center and the City Hall Maintenance Department
- Plans special events and initiates new programs to enhance the growing arts and cultural activities in the Winona community.
- Attends civic club meetings, schools, and other public meetings to provide the activities and functions of the various departments.
- Creates enthusiasm for new and existing programs in the City.
- Attend conventions, workshops and conferences for new ideas for programs and facilities of the City.
- Submits annual budgets for each of the departments, along with the accompanying descriptions of needs and defends the budget requests.
- Perform in-service training of employees and helps hire the administrative staff.

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- Acts upon employee problems in the departments.
- Oversees all full-time and part-time staff in all departments.
- Oversees office procedures, rental of facilities and determines guidelines, rules and procedures.
- Attend council meetings and department head (staff) meetings.
- Oversees and organizes the annual report for all the responsible areas.
- Helps to bring tournaments and other special events to the City
- Oversees improvements, purchases or changes in all departments responsible to the administrator.

SUPERVISORY RESPONSIBILITIES:

Directly supervises Recreation Director and Library Director. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include hiring; assigning, directing and rewarding work; transferring; promoting; discipline for just cause (both oral and written); evaluate performance and demotion. May effectively recommend hiring; transferring; promoting; suspension; discharge for just cause and demotion.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- College degree in Library Science, Parks and Recreation Administration, Leisure Studies, Arts & Culture Administration, Therapeutic Recreation, Adaptive Physical Education, Physical Education or a related field.
- Three to five years previous experience in one of the areas.
- Experience dealing with people/personnel.
- Previous supervisory experience in Library or Recreation planning and programming.
- Experience with Senior Citizens a plus.
- Building Maintenance experience a plus.
- Long range planning experience

LANGUAGE SKILLS:

- Ability to prepare reports and correspondence
- Ability to give verbal presentations and speeches
- Ability to read and interpret documents and procedural manuals

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- Ability to establish and maintain effective public relations and to speak before public groups

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions, and decimals
- Ability to compute rates, ratios, and percentages
- Basic math used in budgeting, evaluating, etc.

OTHER SKILLS AND ABILITIES:

- Ability to do long-range planning, plan special events, initiate new programs; and examine new supplies and equipment
- Ability to establish and maintain effective working relationships with subordinates, city officials and other organizations
- Ability to establish and maintain effective public relations and to speak before public groups
- Considerable knowledge of the equipment used in the programs and the recreational facilities
- Ability to communicate with all ages of citizens and to have an effective working relationship with them
- Knowledge of and ability to interpret the rules and regulations of various sports
- Knowledge and ability to integrate persons with physical, mental, and behavioral disabilities into existing recreation programs and, generally, the delivery of leisure services to disabled individuals
- Ability to speak and write effectively
- Ability to handle budgeting for all responsible departments

MINIMUM QUALIFICATIONS:

- College degree in Library Science, Park and Recreation Administration, Leisure Studies, Therapeutic Recreation, Adaptive Physical Education, Physical Education or a related field is required.
- Three to five years previous experience in one of the above areas.
- Previous supervisory experience in Library or Recreation planning and programming.
- Ability to establish and maintain effective public relations and to speak before public groups
- Ability to do long-range planning, plan special events, initiate new programs; and examine new supplies and equipment
- Ability to handle budgeting for all responsible departments.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly sits, talks or hears, uses hands to finger, handle or feel and reaches with hands and arms; and occasionally stands and walks.

Employee frequently lifts up to 10 pounds.

There are no specific vision requirements.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job which include, but are not limited to, using office equipment, standing for public speaking, outdoor activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee occasionally is exposed to toxic or caustic chemicals and outdoor weather conditions.

The noise level for this work environment is moderate.