



**THE CITY OF AVALON IS CURRENTLY RECRUITING FOR
THE POSITION OF COMMUNITY SERVICES DIRECTOR
OPEN UNTIL FILLED**

ANNUAL SALARY RANGE IS \$122,741-149,193 DOE

THE COMMUNITY

The City of Avalon is located on the easterly portion of Catalina Island, 22 miles south/southwest of the Los Angeles Harbor breakwater. Avalon is a little over 2 2/3 square miles in size. The island itself is 76 square miles in area, 85% of which is in a conservancy area to be maintained in its natural state in perpetuity. The picturesque and leisurely seaport village of Avalon has a permanent population of around 3,500, with an annual visitor count of close to one million. Catalina Island is part of Los Angeles County; Avalon Schools however, are a part of the Long Beach Unified School District. The Island's primary industry is tourism.

THE POSITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and participate in all functions and activities of the Community Services Department, including the development, operations, and maintenance of the City's community services and recreation programs and coordinates assigned activities with other City departments, officials, outside agencies, local organizations and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making and judgment, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a single class Department Director classification that serves as a member of the executive management team and oversees, directs, and participates in all activities of the Community Services Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and

municipal functions and activities, including the role of an elected City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and clients, local residents, community groups, and private businesses and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

ESSENTIAL JOB FUNCTIONS

MANAGEMENT RESERVES THE RIGHT TO ADD, MODIFY, CHANGE, OR RESCIND THE WORK ASSIGNMENTS OF DIFFERENT POSITIONS AND TO MAKE REASONABLE ACCOMMODATIONS SO THAT QUALIFIED EMPLOYEES CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

- Assumes full management responsibility for all Community Services Department programs, facilities, and services.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Plans, organizes, manages and controls the City's community services programs including youth programs, adult and youth sports, community, cultural arts, social services, contract programs, and special events.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Direct the development of grants, business and community sponsorships, donations, and other fundraising programs to support services and programs.
- Represents the department to other City departments, elected officials, and organizations; explains and interprets departmental programs, policies, and activities; negotiates and resolves challenging and controversial issues.
- Participates in and makes presentations to the City Council, schools and community groups; attends and participates in professional group meetings and networks with counterparts in other agencies; stays abreast of new trends and innovations in the field of community and other services as they relate to the area of assignment.
- Administers facility use agreements; oversees City's special event programs.
- Maintains and directs the maintenance of working and official departmental files.

- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of community services and recreation program development and management in a municipal setting.
- Principles and techniques of recreation long-term maintenance planning and budgeting.
- Principles, procedures, and practices for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, methods, theories, and trends in volunteerism and volunteer management.
- Technical, legal, financial, and public relations problems associated with the management of community services programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer departmental budgets; allocate limited resources in a cost effective manner.

- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of community services programs and administrative activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation administration, public or business administration, or a related field and five (5) years of supervisory and/or managerial experience in community services and/or recreation services.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Employees must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds. Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards.

WORKING CONDITIONS

Employees may also be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of City facilities.

BENEFITS

VACATION

10 days - 0-4 years of continuous service

15 days - 5-9 years

20 days - 10+ years

ADMIN. LEAVE

56 Hours annually (Management)

INSURANCE

Excellent benefits package including CalPERS medical, Delta Dental, vision, and life insurance programs. A portion of the employee's and dependent's premiums are paid by the City. Voluntary 457 plan and FSA/DCA plans are also offered.

HOLIDAYS

12 holidays per fiscal year.

SICK LEAVE

96 hours per year.

RETIREMENT

Depending on eligibility, based on CalPERS criteria, new employees will be provided the PERS 2.7% @55 – Classic Members or PERS 2% @62 – New Members. Employees currently contribute the entire employee contribution amount of 8%.

SUPPLEMENTAL QUESTIONS

1. Describe your experience supervising or managing a community services or recreation services program or department.
2. Which best describes your level of education?
 - a. High School
 - b. Some College
 - c. Associate's Degree (in Business, Finance, Accounting, Public Administration, or a closely related field)
 - d. Bachelor's Degree (in Business, Finance, Accounting, Public Administration, or a closely related field)
 - e. Master's Degree (in Business, Finance, Accounting, Public Administration, or a closely related field)

3. Do you have at least five years of progressively responsible professional experience supervising or managing a community services or recreation services program?
 - a. Yes
 - b. No
4. Describe your experience leading and/or supervising the work of others, including the preparation of performance evaluations.
5. Describe your experience performing professional level administration in the development of community or recreational service programs for an agency. Please be specific as to your roles and responsibilities.

APPLICATION PROCEDURE

If you are interested in pursuing this unique and exceptional career opportunity, please forward a letter of interest, your resume, including your current salary and five work-related references (who will not be contacted until mutual interest is established), and your supplemental questionnaire to:

City of Avalon
Human Resources Department
P.O. Box 707
Avalon, CA 90704
ATTN: Stephanie Campbell
Administrative Analyst – HR
Email: hr@cityofavalon.com
Telephone: (310) 510-0220

General questions can be emailed to: HR@cityofavalon.com
Please visit our website: www.cityofavalon.com

SELECTION PROCESS

Candidates must clearly demonstrate through their application materials that they meet the employment standards outlined above. All properly completed applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. Examinations for the position may consist of any combination of written, performance, and oral exams to evaluate the applicant's skill, training, and experience for the position. The selected candidate(s) must successfully complete pre-employment clearances which may include a physical, and fingerprinting. The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in the announcement may be modified or revoked without notice.