

CITY OF COVINA

COMMUNITY SERVICES SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, implements, directs, and supervises the functions within the Community Services Division of the Parks and Recreation Department, including overseeing a variety of community services and programs, such as Senior Services, Summer Evening Entertainment, Cultural Arts Advisory, and street fairs; prepares and monitors a variety of service contracts; oversees building maintenance, janitorial services and outdoor facility rentals; develops and monitors the Community Services Division budget; ensures quality of programs and safe work practices; maintains appropriate work records; serves as a technical resource for assigned personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Community Services Supervisor** is the supervisory level class responsible for planning, implementing and directing the community services and programs of the Community Services Division of the Parks and Recreation Department. This classification is distinguished from the next higher classification of Director of Parks and Recreation in that the latter has overall administrative responsibility for the Parks and Recreation Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Parks and Recreation. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Oversees, supervises and plans the functions within the Community Services Division of the Parks and Recreation Department, including various program events and activities, including Senior Services, Summer Evening Entertainment, Cultural Arts Advisory, street fairs, and the Christmas Parade.
- Prepares and maintains service contracts, including the Intervale Senior Services Case Management Nutrition Project, Advanced Building Maintenance for building maintenance and custodial services, adult softball programs, and Community Arts and Crafts Association; oversees outdoor facility rentals, including Picnic Rental Program.
- Participates in the Community Services Division recruitment process, including hiring and supervising part-time and volunteer employees; develops schedules and work methods for performing assigned duties; ensures adherence to safe work methods, procedures and practices; initiates disciplinary procedures as appropriate.

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- Develops and monitors the Community Services Division budget; develops and prepares reports, including the Division year-end report.
- Attends and participates in many organizational and community groups, including advisory committees such as the Cultural Arts Advisory Commission, Nutrition Advisory Committee, Christmas Parade Committee, Senior Advisory Committee, and Youth Sports Leagues; stays current on issues relative to the field of community recreation.
- Participates in the development of policies and procedures; recommends programs, activities and work methods to higher level personnel; maintains records and develops reports on new or existing programs.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Community Services Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible supervisory experience in the organizing and implementation of community services and programs, and a bachelor's degree with major course work in public administration, recreation, communications, business administration, or related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, methods, equipment, and materials used in the delivery of recreation services and special events; program content for specialized community activities; principles and practices of program and budget development, administration and evaluation; principles and practices of contract administration and purchasing; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Manage and oversee the delivery of recreation services, programs and special events; design, develop and implement recreation, nutritional, health, and social programs suited to the needs of the community population assigned to serve; develop, present and administer a program budget; coordinate, develop and conduct training programs for staff; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard recreation tools; operate an office computer and a variety of word processing and software applications.