

## DIRECTOR OF COMMUNITY SERVICES

**POSITION SUMMARY:** Under the general supervision of the City Manager, is responsible for directing community services for the City including the departments of Parks and Recreation, Planning and Community Development, and Inspections. The scope of responsibility includes providing direction, formulating policy, coordinating the work of departments and related work as required. The Director is allowed a wide latitude of technical and administrative discretion in directing the departments of Parks and Recreation, Planning and Community Development, and Inspections.

**SUPERVISION RECEIVED:** Work is performed under the City Manager or other designated official.

**SUPERVISION EXERCISED:** Supervision is exercised over departmental personnel.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, organizes, and directs all aspects of Parks and Recreation, Planning and Community Development, and Inspections including personnel, budgeting, planning, and general administration. Develops departmental mission and long-term plans to realize goals in accordance with community needs, demographic trends, and City vision.
2. Assesses Department operations, staffing levels, facilities, and equipment. Analyzes capital needs. Develops financial goals, supports, controls, and administers the budget for the departments in accordance with accepted fiscal practices, and state and local regulations.
3. Directs the recruitment and hiring of department personnel directly and through designee(s). Supervises personnel, evaluates performance, and oversees training and professional development. Assists in problem resolution and takes disciplinary action according to established procedures.
4. Works cooperatively with other City departments, boards and commissions to achieve community service vision and goals.
5. Interprets the various departmental programs through press releases and other publicity, through representation on interagency councils and committees, through cooperative planning and effective working relationships with other community agencies and public and private groups, through speeches and radio addresses, and through the organization and encouragement of neighborhood councils, the Planning Commission, the Zoning Board of Review and other interested groups.
6. Recommends the acquisition and directs the development of park and playground areas and of appropriate structures and facilities; and directs the implementation of recreation programming so as best to serve the widest interests of the community.
7. Oversees the continuous development and administration of the Comprehensive Plan and the conducting of research studies on current planning related matters.
8. Oversees the administration of the City's HUD-funded community development and rehabilitation program.

9. Exercises general direction over construction code enforcement and inspection activities.
10. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies, schools, Boards and Commissions, volunteers, citizens and other governmental units. Attends conferences, workshops, and seminars as appropriate.
11. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelor's degree in public administration, planning, business or a related field. Professional certification and a Master's Degree are preferred.
- B. Ten years of job-related experience with progressively increased management responsibility.
- C. Considerable knowledge of professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, procurement and contract administration, and project management.
- D. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility, and has the ability to quickly learn other technology as necessary.
- E. Proven ability to think strategically, communicate effectively and maintain favorable public relations.
- F. Demonstrated ability to effectively train, lead and motivate employees and supervise and evaluate the work of others.
- G. Demonstrated ability to persuade others and analyze complex information.
- H. Has established effective and cooperative working relationships and uses tact, good judgment and resourcefulness when working with superiors, associates, subordinates, vendors, volunteers, other organizations, and the public.
- I. Possesses a valid Michigan Motor Vehicle Operators Permit.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

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While performing the duties of this job, the employee regularly works in a business office setting. The employee may regularly be required to travel to multiple locations within the City, to other communities, and out of state. The noise level in the work environment is usually quiet.

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