

## **RESOLUTION NO. 2019-018**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING THE POSITION TITLE, SALARY RANGE AND ASSOCIATED JOB DESCRIPTION FOR DEPUTY DIRECTOR OF COMMUNITY SERVICES AND RECLASSIFICATION OF THE COMMUNITY SERVICES MANAGER TO DEPUTY DIRECTOR OF COMMUNITY SERVICES**

**WHEREAS**, staff has conducted an analysis of the needs of the City and the Community Services Department and determined that based on the expanded duties and increased expectations of the Community Services Manager position, as well as the abilities and expertise of the incumbent, that the position should be reclassified to a Deputy Director of Community Services; and

**WHEREAS**, staff recommends that the existing Community Services Manager position be modified to create a new classification of Deputy Director of Community Services; and

**WHEREAS**, staff recommends the placement of the Deputy Director of Community Services be in the Management Unit (Unrepresented) range 94 (\$8,272 to \$10,054 monthly); and

**WHEREAS**, staff has developed a job description for the new position that reflects the expected duties and performance of this position; and

**WHEREAS**, the existing Community Services Manager has the required skills and is currently performing Deputy Director of Community Services duties; and

**WHEREAS**, staff recommends reclassifying the incumbent Community Services Manager to Deputy Director of Community Service; and

**WHEREAS**, there are sufficient savings in the Community Services FY 2018-19 operating budget to cover the additional \$9,750 needed to fund the Community Services Manager to Deputy Director of Community Services for the remainder of the fiscal year.

**WHEREAS**, staff recommends a budget amendment in the Community Services FY 2018-19 operating budget of \$6,717 to accommodate the salary adjustment of the Community Services Manager to Deputy Director of Community Services for the remainder of the fiscal year.

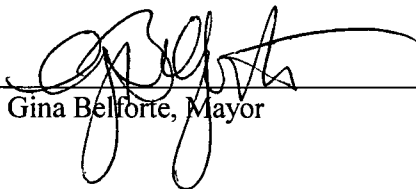
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby authorize and approve the position title, salary range and associated job description for Deputy Director of Community Services, which is attached hereto as Exhibit "A" and incorporated by this reference; and

**BE IT FURTHER RESOLVED** that it does hereby authorize and approve reclassification of the incumbent in the Community Services Manager position to the Deputy Director of Community Services position;

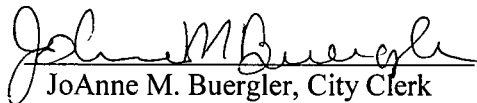
**BE IT FURTHER RESOLVED** that the City of Rohnert Park's allocation of Authorized Positions will add a 1.0 FTE Deputy Director of Community Services and delete a 1.0 FTE Community Services Manager in the Community Services budget effective February 17, 2019.

**DULY AND REGULARLY ADOPTED** this 12th day of February, 2019.

**CITY OF ROHNERT PARK**

  
Gina Belforte, Mayor

**ATTEST:**

  
JoAnne M. Buerger, City Clerk

Attachment: Exhibit A

ADAMS: AYE MACKENZIE: AYE STAFFORD: AYE CALLINAN: AYE BELFORTE: AYE  
AYES: ( S ) NOES: ( O ) ABSENT: ( O ) ABSTAIN: ( D )

## **EXHIBIT A**

### **City of Rohnert Park**

## **DEPUTY DIRECTOR OF COMMUNITY SERVICES**

### **DEFINITION**

Manages the planning, implementation, and evaluation of a broad range of recreation and community services programs and productions, facilities, events and services; monitors and coordinates personnel-related activities in the department; performs administrative work in planning, management, and evaluation of recreation and parks facilities, projects and programs; monitors division's budget; provides highly responsible and complex administrative support to the Director of Public Works and Community Services; performs other duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The **Deputy Director of Community Services** class has responsibility for the development and implementation of Community Services' facilities, events and programs. Incumbents work with a great deal of independence and exercise considerable independent judgment in the management of facilities and programs. The breadth of responsibility and complexity of management activities distinguish this class from the Community Services Supervisor class.

### **SUPERVISION RECEIVED/EXERCISED**

Administrative direction is provided by the Director of Public Works and Community Services. Supervisory responsibilities include direct and indirect supervision of Community Services Supervisor, program personnel, support staff and volunteers.

### **ESSENTIAL JOB DUTIES**

- Plans, organizes, coordinates, directs and supervises the operations of assigned Community Services facilities and programs
- Provides leadership in the development and accomplishment of Department goals, and performance measures
- Responds to and resolves higher level citizen inquiries and complaints
- Supervises and evaluates department staff; trains and evaluates employees; initiates and carries out appropriate disciplinary actions
- Assists in the selection of staff, assigns and evaluates work of personnel involved in the scheduling and delivery of Community Services programs, which may include but are not limited to: senior programs, theatre programs, adults and youth sports, leisure programs, aquatic activities, youth and teen programs, excursions and special events
- Prepares and submits reports and recommendations and provides technical advice to the City Manager, City Council, and related City Boards and Commissions

**City of Rohnert Park**  
**Deputy Director of Community Services**  
**Page 2 of 4**

- Prepares or oversees the preparation of program and event announcements, posters and publicity brochures and various social media outlets
- Maintains records, performs analysis and prepares reports summarizing program activities, cost and program effectiveness
- Manages the preparation of long-range plans to meet community needs based on studies of local conditions and projections of future composition of the community and makes recommendation to improve customer service and operational efficiency
- Supervises or conducts training and informational sessions for employees
- Oversees the scheduling and operations of City facilities, which may include: Callinan Sports & Fitness Center, Spreckels Performing Arts Center, senior center, community pools, City parks, community centers and other Community Services facilities
- Ensures compliance with Federal, State, and local laws and ordinances applicable to public facilities
- Ensures positive public relations between staff and the community
- Works with staff to solve customer issues and policy questions relative to Community Services programs and facilities and park usage
- Make recommendations for the purchase of supplies and equipment necessary for program activities
- Assists with the planning and development of City Community Services facilities
- Administers a variety of service contracts, rental and use agreements
- Manages the preparation of forecasts for recreation program and facility fees and charges, revenue sources, and expenditures and recommends fees and rental rates for programs and facilities
- Prepares annual budget recommendations to the Director of Public Works and Community Services
- Monitors division's budget, administers budget controls when necessary, and approves expenses daily
- Oversees the general maintenance of facilities and related equipment
- Supervises training and policy development to ensure safe work practices
- Assists the Director of Public Works and Community Services with a variety of administrative and managerial functions
- May serve as Acting Director of Community Services in the absence of the Director
- May serve as a member of the Emergency Operations Center team
- May act as City Liaison to various City Council commissions and committees, including the Parks and Recreation Commission

**CITY EMPLOYEES ARE EXPECTED TO:**

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible

- Demonstrate care for the organization, customers and co-workers
- Practice and encourage initiative and innovation to improve the workplace

## **QUALIFICATIONS**

### Education/Training/Experience:

Sufficient education, training and experience to successfully perform the duties of the Deputy Director of Community Services. A typical way of obtaining the required qualifications is:

- Possess a Bachelor's Degree in Recreation Administration, Public Administration or a closely-related field; and
- Five (5) years of work experience in public recreation program management planning and development, including at least three (3) years at a management or supervisory level
- Advanced education in public recreation management is desirable.

### License/Certificate:

- Possession of a Class C California driver's license by date of appointment

### Special Requirements:

- Per California State Law, smoking is not permitted inside City facilities/vehicles or within 20 feet of main entrances, exits, and operable windows

### Knowledge of:

- Considerable knowledge of recreational, park, and facility needs of the local community
- Philosophy, principles, and techniques of comprehensive public recreation programs
- Laws, ordinances, and regulations pertaining to public facilities usage and maintenance, including swimming pool and sports complex operations
- Principles of budgeting and expenditure control, principles and techniques related to revenue generation
- Techniques for developing effective public presentations
- Principles of public relations
- Operation of community-based organizations
- Principles of selection, supervision, training, management and public administration
- Procedures and requirements for the proper reporting of elder and child abuse
- Promotional and fundraising strategies
- First aid techniques
- Proper English usages, punctuation and grammar

### Skill to:

- Effectively use spreadsheets and word processing applications

**City of Rohnert Park**  
**Deputy Director of Community Services**  
**Page 4 of 4**

- Use specialized recreation operations-related software
- Prepare correspondence and reports
- Lead a diverse workgroup consisting of full and part-time employees that work in multiple vocations.

Ability to:

- Plan, organize, schedule, direct, coordinate, and evaluate varied Community Services programs of the City
- Provide leadership and mentors Community Services staff
- Formulate, evaluate and make recommendations on policies and procedures affecting the provision of Community Services programs
- Evaluate facility development needs and programs
- Develop budget proposals and control expenditures
- Provide professional advice to the Director for Public Works and Community Services and others regarding Community Services functions and activities
- Successfully negotiate service, lease, and usage agreements
- Oversee the maintenance and development activities of Community Services facilities
- Make effective public speaking presentations
- Effectively represent the Community Services Department to citizens, community groups and other agencies
- Learn and utilize new technology
- Establish and maintain cooperative working relationships

Working Conditions:

The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. It also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near, far, and color vision in reviewing plans, reading statistical data and using the computer, and hearing is required when providing phone and counter service. The need to lift, drag, and push equipment, and materials weighing up to and in excess of 25 pounds also is required. Some activities may involve working outdoors, working under very noisy conditions, actively participating in teaching sports skills, and requires dealing with patrons who may become aggressive. Incumbent may be exposed to heavy dust, pollen, pesticides and chemical used in parks and facilities' maintenance.

**FLSA Status:** Exempt  
**Employee Unit:** Management  
**Approved By:**  
**Date Approved:**