

## Exhibit 3

CITY OF CARSON

City Council Reso. 22-056

Bargaining Unit: AME

FLSA: Exempt

### COMMUNITY SERVICES SUPERINTENDENT

#### **Job Summary:**

Under general direction, manages the operations of the Community Services Division; exercises complex management, program evaluation development and scheduling, implementation and program promotion, marketing of assigned programs, technical and administrative responsibility for various services, provide highly complex staff assistance to the Director of Community Services for Human Services, Community Center, and Transportation programs; acts as the Director of Community Services/Parks & Recreation in the Director's absence.

Receives administrative direction from the Director of Community Services/Parks & Recreation; exercises direct and indirect supervision over lower level managerial, professional, technical, and clerical personnel.

#### **Essential Duties and Responsibilities:**

(The functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Plans, organizes, coordinates and directs through subordinate supervisors, employees, consultants, contractors, and work teams for the development and implementation of Community Services division services and programs.
2. Oversees the City's Community Center, Human Services, and Transportation services, operations, and personnel.
3. Evaluates assigned facilities and prepares recommendations for additions, replacements, repairs, and capital improvements.
4. Establishes and maintains cooperative working relationships with staff, and community agencies concerned with social services offered by and through the City.
5. Serves as technical and professional advisor, provides staff support to and oversight of related commissions and boards.
6. Disseminates information to the community on various programs, activities, and developments, and assists in the negotiation and administration of joint use funding.
7. Prepares the division budget and controls budget expenditures, and manages contracts and agreements with consultants and third-party vendors.
8. Manages and coordinates the implementation of capital improvements to Division facilities, including compliance with the Americans with Disabilities Act.
9. Develops and implements marketing plans and materials for revenue generating programs, services, and facilities.
10. Establishes standards of performance for the evaluation of subordinates.
11. Supervises, trains, and mentors personnel.
12. Participates in the recruitment and selection process for promotional and new division personnel, including internal promotional systems governed by current bargaining unit agreements and City Personnel Rules.
13. Analyzes services in order to disclose areas needing improvements and to forecast future requirements for personnel, supplies, services, and equipment.
14. Prepares a wide variety of memos, reports and correspondence regarding Department and Division activities and operations.

15. Represents the Department and Division in City Council, commission, committee, staff, and public and private agency meetings regarding services, activities and programs.
16. Enforces rules, regulations and recommends disciplinary actions pursuant to established procedures.
17. Attends meetings and represents the department and division.
18. Serves as liaison between city and other civic and community non-profit groups.
19. Responds to public inquiries, requests and concerns.
20. Serves on primary emergency response team member in case of an emergency or disaster as assigned by the City Emergency Plan.
21. Researches funding sources and implements fundraising efforts. Oversees grant application preparations.
22. Maintains knowledge of current trends and offers innovative approaches to providing community services programs.
23. Acts on behalf of the Director of Community Services/Parks & Recreation in his/her absence.
24. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

Graduation from a recognized college or university with a baccalaureate degree in recreation, gerontology, social welfare, early childhood education or a closely related field and five (5) years of increasingly responsible experience in recreation related work involving program development and management. At least two (2) years must have been at a manager level. A master's degree in recreation or public administration is preferred.

### **Knowledge of:**

- Principles of Community Services program development including current developments in senior recreation and social services programs.
- Capital improvement project development and management.
- Modern office procedures, methods and computer equipment.
- Principles and practices of policy development and implementation.
- Principles and practices of organizational analysis and management.
- Effective practices of an Emergency Operations Center (EOC).
- Budgeting procedures and techniques.
- Principles and practices of supervision and training.
- Business principles and practices relating to operating self-supporting cost centers.
- Mental health programs and services.
- Social and welfare programs designated for elderly and special-needs constituents.
- Parks, school, sports, crafts, games playgrounds, and group activities.
- Federal, state, and local mandates and requirements pertaining to Early Childhood Education and senior citizens programs.
- Safety and safe work practices.

### **Skill and Ability to:**

- Effectively and efficiently manage the Community Services Division.

- Analyze problems, identify alternative solutions, and project consequence of proposed actions; implement recommendations in support of goals.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Interpret and apply federal, state and local laws and regulations.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- Effectively communicate verbally and in writing, including making public presentations and preparing comprehensive written reports.
- Communicate orally and in writing with elected and appointed officials.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Utilize computer software programs including, but not limited to: ActiveNet, Microsoft Office Suite, Legistar, and Tyler Munis.
- Manage and direct full-time and part-time personnel.
- Provide counseling and mediation.
- Interpret, instruct, advise, and direct the workforce as it relates to City and Department policies, procedures, standards, and requirements.
- Utilize a variety of advisory and design data and information, including financial reports, job specifications, marketing materials and request for proposals.

**License:**

- Possession of a valid CA Class C Driver License, and requirement to join the City's DMV Pull Notice program.
- EOC training and certification highly desirable.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds which is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- Is required to use personal vehicle in the course of employment.
- Is required to work evenings or weekends.