



TOWN OF
SAN ANSELMO
EST. 1907

COMMUNITY SERVICES DIRECTOR





TOWN OF SAN ANSELMO

Community Services Director

\$10,853—\$13,325/month

ABOUT THE DEPARTMENT

The Town of San Anselmo Recreation Department is dedicated to enhancing the quality of life for residents and visitors alike through recreational programs, activities, and community facilities. From engaging youth camps and educational workshops to stimulating adult classes and town events, the department fosters a sense of community through enriching experiences.

The recreation department consists of the Recreation Senior Supervisor, Recreation Supervisor, Recreation Program Manager, two Recreation Coordinators, Preschool Director, Lead Preschool Teacher, and a Front Desk Administrator who collaborate to oversee San Anselmo's eight parks, two community centers, and a wide-ranging catalog of activities.

ABOUT THE POSITION

The Town of San Anselmo is seeking an experienced and motivated Community Services Director to plan, develop and administer the Town's recreation programs, volunteer program and event services, and provide highly complex administrative support to the Town Manager.

This is an exceptional opportunity for recreation professionals who are prepared to advance their careers and enthusiastic about leading and overseeing recreational activities for a close-knit, supportive community. The Community Services Director receives administrative direction from the Town Manager, policy direction from the Town Council, and serves as staff to the Parks & Recreation and Arts Commissions which act in an advisory capacity to the Town Council.

ESSENTIAL DUTIES INCLUDE:

Essential responsibilities and duties may include, but are not limited to:

- Assume management responsibility for all recreation planning, including parks and recreation master planning, departmental operations, capital planning and other related support services and functions
- Manage the development and implementation of Recreation Department goals, objectives, policies, and priorities; allocate resources accordingly. Plan and provide community outreach to encourage collaboration in achieving community goals
- Develop, manage and implement Town-sponsored community events and facilitate events planned by other Town organizations
- Working with the Town's Community Engagement Coordinator, manage the Town's use of volunteers and appropriate volunteer recognition
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload and administrative and support systems; identify opportunities for improvement; direct the implementation of change
- Work on a variety of recreation and park facility projects, including organizing key interest groups, analyzing needs, research and development, planning, requesting proposals, contract implementation, and project management
- Serve as staff to elected and appointed groups within the community including: Town Council, Parks and Recreation Commission, Arts Commission, and other standing and ad hoc committees as needed
- Select, train, motivate and evaluate professional staff; provide or coordinate staff training; work with employees to correct deficiencies
- Manage administrative functions including preparation and control of operating and capital budgets; review and approval of payroll for all department staff; oversight of service contracts; records management with regard to confidentiality, retention and destruction; legal compliance with Department of Justice fingerprinting requirements; risk management for all programs and activities; and use of facilities.
- Confer with contractors, architects, school districts, landscape architects, Town Departments and Department Directors, a variety of agencies, and the general public in acquiring information, negotiating contracts for service, and coordinating trips, special events, and other recreation and parks related matters
- Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service

DESIRED QUALIFICATIONS

The Community Services Director should have at least five years of progressively responsible professional-level experience in the planning, delivery, and administration of recreation programs and services. The Community Services Director should also have graduated from an accredited college or university with major coursework in recreation administration, leisure services, physical education, business administration, public administration, or a related field.

THE IDEAL CANDIDATE SHOULD DEMONSTRATE:

- A good understanding of the principles and procedures characteristic of a municipal government recreation program and the principles of organizational development relating to master, strategic, and operational planning
- A good understanding of principles and practices of administration, budget, and human resource management, including supervision/direction of volunteers
- Working knowledge of marketing principles and practices as applied to recreation programs and activities
- Principles and practices of good customer service as well as workplace and recreational safety
- Knowledge of modern office equipment, including computers and software applications such as word processing, spreadsheets, and database applications
- Ability to plan, direct, and control the administration and operations of the Recreation Department and provide administrative/professional leadership and direction for the Town's administrative functions (and other areas, as assigned)
- Ability to interpret and apply Town policies, procedures, rules, and regulations pertaining to assigned programs and functions
- Ability to develop policy recommendations as appropriate for Town Council approval
- Ability to supervise, train, and evaluate personnel
- Ability to identify and respond to community, Town Manager, and Town Council issues, concerns, and needs
- Ability to exercise good judgement, flexibility, creativity and sensitivity in response to changing situations
- Ability to develop, control, and administer the Department's revenue and expenditure budgets, and allocate limited resources in a cost-effective manner
- Ability to research, collect, compile, and analyze information and data
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and objectives
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work and gain cooperation through discussion and persuasion
- Ability to communicate clearly and concisely, both orally in and in writing

LICENSES & CERTIFICATIONS

The employee must possess a valid California Class C driver's license and have the ability to meet legislative and regulatory requirements relative to working with minors under the age of 18.

PHYSICAL DEMANDS

On an intermittent basis, employee must sit at a desk for long periods of time, use a telephone and write or use a keyboard to communicate through written means. Employee will stand, work, and bend while involved in some recreation program activities, as well as squat, climb, kneel, and twist intermittently if setting up or participating in sports program activities. The employee will be expected to perform simple grasping and fine manipulation and exert a moderate amount of physical effort involving lifting and moving of recreation supplies and equipment.

COMPENSATION & BENEFITS

The monthly salary for this position ranges from \$10,853 to \$13,325 with starting salary depending on experience. The Town offers an excellent benefits package that includes:

- CalPERS retirement
- Coverage for health, dental, and vision
- Life and LTD insurance
- Generous leave benefits
- Deferred compensation program

HOW TO APPLY

APPLICATION DEADLINE: October 24, 2024

To apply for this position, please submit a letter of interest, completed Town application, and your resume to the Human Resources department.

By Mail

Town of San Anselmo
Human Resources Department
525 San Anselmo Avenue
San Anselmo, CA 94960

By Email

hr@townofsananselmo.org

Employment applications are available at townofsananselmo.org/employment

The Town of San Anselmo supports workplace diversity and is an equal opportunity employer.