



City of Chino

Deputy Director of Community Services, Parks & Recreation , Full-time

SALARY	\$12,194.00 - \$16,126.00 Monthly	LOCATION	Chino, CA
JOB TYPE	Full-time	JOB NUMBER	202500014
DEPARTMENT	Community Services, Parks & Recreation	OPENING DATE	04/01/2025
CLOSING DATE	4/18/2025 11:59 PM Pacific		

Job Description



Join the

City of Chino

**Community Services,
Parks & Recreation
Department**



Join Our Team as Deputy Director of Community Services, Parks & Recreation!

Are you a visionary leader with a passion for enriching communities and enhancing public spaces? The City seeks a dynamic and dedicated professional to serve as Deputy Director of Community Services, Parks & Recreation. In this pivotal role, you will manage the operations and activities of the Community Services, Parks & Recreation Department, overseeing diverse programs designed to meet the community's needs. From parks and facilities development to specialized mental health, juvenile justice, and social services initiatives, you will collaborate with various departments, agencies, and community groups to create meaningful opportunities for all.

As part of the department's leadership team, the Deputy Director provides critical support to the Director, ensuring the seamless daily administration of the department and stepping in as lead management staff in the Director's absence. This role encompasses a broad scope of responsibilities, including recreation services, senior programs, cultural arts, neighborhood services, special events, and more—all contributing to the vibrant community we serve.

Employee Benefits Highlighted



Health Care Coverage



Retirement Plan



Paid Time Off



Flexible Work Schedule



Education Incentives

[Click here for even more benefits and perks.](#)

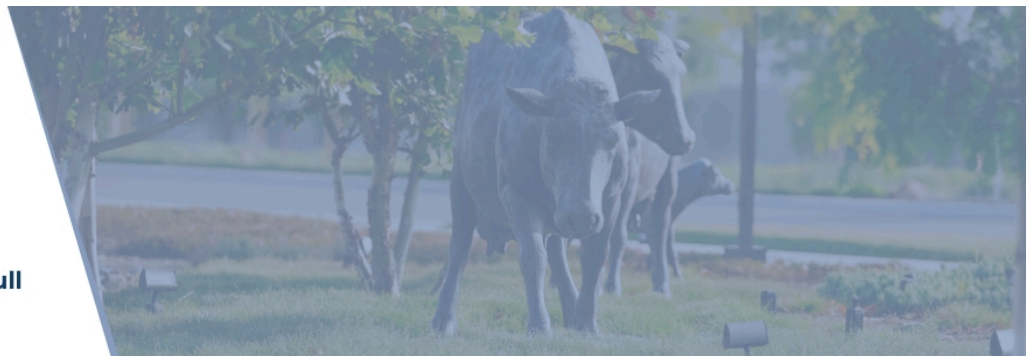
Duties/Responsibilities

Examples of Typical Job Functions:

- Oversee diverse Community Services programs, including recreation, building maintenance, park development, senior programs, neighborhood services, and specialized mental health and social services.
- Establish and implement goals, policies, and priorities for Community Services, Parks & Recreation programs.
- Recommend staffing levels and identify opportunities for improving or developing programs.
- Manage the creation, implementation, and oversight of Community Services master plans.
- Lead recruitment, training, performance evaluations, and development for assigned personnel.
- Develop and administer the Department budget, ensuring fiscal efficiency and alignment with objectives.
- Collaborate with community groups and committees to promote programs and facilities.
- Provide staff support to the Community Services Commission and City Council through reports and presentations.
- Represent the department on internal and external committees and during the Director's absence.
- Oversee grants and funding proposals, ensuring compliance with county, state, and federal funding sources.
- Coordinate promotional materials and presentations for community engagement initiatives.
- Manage fundraising efforts and partnerships with local businesses for annual donor campaigns.
- Conduct special studies, prepare reports, and assist in proposal development.
- Foster collaboration and customer service within the organization, aligned with the City's Mission Statement and Organizational Values.



[Click here to view the full job description.](#)



Qualifications

- **Education:**
 - Equivalent to a bachelor's degree in recreation, sociology, social sciences, public administration, or a related field (required).
 - Master's degree in a related field (desirable).
- **Experience:** Seven years of relevant experience, including three years in a management role.

Knowledge of:

- Activities, resources, and equipment for modern leisure programs.
- Principles and regulations of parks, facilities planning, and capital projects.
- Laws governing recreation and social services programs.
- Federal and state regulations for grant research, development, and administration.
- Best practices in supervision, disciplinary processes, and organizational management.
- Methods for program evaluation, analysis, and budgetary processes.
- Park development, associated facilities, and security protocols.

Ability to:

- Build strong, cooperative relationships with diverse community members and officials.
- Analyze community needs, develop goals, and create impactful policies and programs.
- Effectively hire, train, supervise, and evaluate personnel.
- Represent the Department and City in meetings and public engagements.
- Interpret and apply relevant codes, regulations, and ordinances.
- Operate and manage programs within budget constraints.
- Resolve emergencies, conflicts, and unusual situations constructively.
- Communicate clearly and persuasively in both oral and written forms.
- Establish relationships with the City Council, Community Services Commission, and community at large.

Special Requirements**Physical Demands and Working Conditions:**

- Work in a standard office setting and use office equipment, including computers.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and by phone.
- Primarily sedentary with some standing and walking.
- Rarely involves lifting items over 20 pounds.
- Office environment with moderate noise and controlled temperatures.

IMPORTANT INFORMATION: The City of Chino is committed to offering reasonable accommodations to job applicants with disabilities. If you need an accommodation due to a disability, please contact the Human Resources/Risk Management Department at (909) 334-3274. Requests should be made three (3) business days in advance. Prospective employees who are selected for employment must successfully complete a medical examination and background check, which is paid for by the City. The background check will include being Live Scan fingerprinted through the Department of Justice. *The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.*

Mission Statement

Together we take pride in providing quality, caring service to our community.

Value Statement

Chino is a vibrant city. It is a great community in which to live, work, and play, that is recognized for integrity and dedication to public service.



Employer

City of Chino

Address

13220 Central Avenue

Chino, California, 91710

Phone

9093343274

Website<http://www.cityofchino.org>**Deputy Director of Community Services, Parks & Recreation , Full-time Supplemental Questionnaire*****QUESTION 1**

Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

☐ Yes☐ No***QUESTION 2**

This position requires seven (7) years of progressive leadership experience, including budget oversight and staff supervision relevant to this position. Do you meet this requirement and is this experience included in your employment on this application?

☐ Yes☐ No***QUESTION 3**

This position requires three (3) years of experience in a community services, parks and recreation management capacity. Do you meet this requirement and is this experience included in your employment on this application?

☐ Yes☐ No***QUESTION 4**

Please describe your experience in administrating community services, parks and recreation programming, building maintenance, park development, and capital improvements.

***QUESTION 5**

Describe your experience in developing and managing budgets for a Parks and Recreation or similar department. Include details about the size and complexity of budgets you have managed, your experience with revenue generation, cost control, grants, and any strategies you have implemented to improve financial sustainability.

***QUESTION 6**

Describe your experience working with community stakeholders, such as city officials, local businesses, and nonprofit organizations, to enhance parks and recreation services.

* Required Question