



The City of Kerman

Invites Your Interest

In The Position Of

Community Services Assistant Director

THE COMMUNITY

The City of Kerman is a small city of 17,535 situated 12 miles west of Fresno in the heart of the agriculturally-rich Central San Joaquin Valley. Kerman is a growing city with a reputation as a safe, fiscally sound and well-managed city.

The City enjoys the benefit of being within close proximity to the Sierra Nevada Mountains, home to Sequoia and Kings Canyon National Parks featuring abundant year-round recreational activities. Kerman continues to grow and many recent developments have added new jobs, property and sales tax revenues to help support ongoing core services to the community.

The City of Kerman is a community with a high level of pride and concern for preserving quality of life. Citizens enjoy low crime, good schools, attractive neighborhoods, parks and recreational activities.

THE ORGANIZATION

The City of Kerman is a General Law City and operates under the Council-Manager form of government.

The City is governed by a five-member City Council. The Mayor is directly elected to a two-year term and Council Members are elected to four-year terms by district. The City Manager is responsible for policy implementation and overall operations. The Chief of Police oversees and leads the Police Department for the organization.

THE POSITION

Under limited direction of the Community Services Director, the Assistant Director assists in the management of the Parks, Recreation, and Community Services Department; performs high-level supervisory duties managing staff and daily operations; assists in the preparation of division budgets; interfaces with other City departments and outside agencies; assists in the development of department policies, procedures, goals, and objectives. Provides highly responsible and complex staff assistance to the Director; acts on behalf of the Community Services Director, as assigned.

This is a single-position management-level classification responsible for various day-to-day operations and broad leadership and management of the department's operating divisions, including Recreation, Senior Services, Parks, and Facilities Maintenance. Duties are primarily administrative/managerial in nature.

Additional duties the incumbent will perform will be: Provides guidance in a variety of aspects of Parks, Recreation, and Community Services. Plans, manages, and evaluates the work of assigned staff. Develops, implements, and monitors work and establish performance requirements. Participates in the selection and training of division staff; assumes responsibility for motivating and evaluating assigned staff; provides necessary training.

Initiates discipline procedures as is appropriate; monitors work activities to ensure safe work practices, work quality, and accuracy; ensures compliance with applicable rules, policies, and procedures. Researches, writes, and administers grants to enhance Department programs and achieve goals. Attends and participates in Commission, City Council, staff, and community meetings; represents the department and makes presentations at meetings.

Provides technical assistance and advice to the Community Services Director; responds to difficult citizen and department inquiries and complaints; Coordinates department activities with other departments, public agencies, businesses, and community groups. Reviews proposed and new legislation and determines impact on department activities; keeps abreast of the changing laws, rules, and regulations as related to the divisions.



MINIMUM QUALIFICATIONS

Education — A Bachelor's degree from an accredited college or university with major coursework in parks and recreation management, leisure services, public or business administration, or a closely related field.

Experience — Five (5) years of increasingly responsible experience in parks and recreation management, including two years of supervisory and administrative responsibility, or any combination of training and experience that provides the desired knowledge and abilities.

Driver's License — Possession of a valid California Class C Driver License is required.

Certifications — Certifications in Parks and Recreation or related field desired.

Physical Demands — Ability to work in an office and outdoor environments as needed; ability to lift/carry or push 25 pounds maximum.



Motto
*A Place Where
"Community Comes First"*

COMPENSATION AND BENEFITS

The current salary range for this position is \$6,228 - \$8,345 per month. The City also offers a comprehensive and competitive benefit package including:

- Vacation—Starts at 10 days per year, with progressive earned vacation credits with time in service.
- Holidays—Twelve (12) paid holidays per year.
- Sick Leave—10 days (80 hours) sick leave annually.
- Personal Leave—4 days (32 hours) personal leave annually.
- Insurance—City provides health benefit coverage (100% health, dental and vision) for employees. Employees contribute 30% towards the cost for dependent coverage.
- Retirement—CalPERS 2% @ 60 retirement benefit formula, three year average, with employee paying full 7% of the employee contribution if considered a "classic member" by CalPERS. If considered a "new member" by CalPERS, then the retirement benefit formula is 2% @ 62 with the employee paying the full 6.75% employee contribution amount. Pension formulas are determined based on provisions of the California Public Employees' Pension Reform Act of 2013 (PEPRA). The employee contribution amount is subject to adjustment by CalPERS.
- Social Security coverage—Employee pays employee portion.
- Long Term Disability Plan—50% paid by City.
- State Disability Insurance (SDI)— Paid by the City.
- Life Insurance—\$50,000 Life Insurance Plan.
- Optional Deferred Comp (457 Plan) available.
- Employee Assistance Program—Provided to employee and qualifying family members at no cost.
- Pre-Tax Flexible Benefit —Section 125 Flex Plan available at employee's option and is funded by employee salary reduction only.



Vision
*Facilitate progress while
maintaining the community's
small town character*

THE PROCESS

Applications can be obtained on the City's website at www.cityofkerman.gov. Please contact Akayla Cheema, Human Resource Officer with any questions, (559) 550-2080.

To be considered for this career opportunity, please submit an original City of Kerman employment application **confidentially** to:

City of Kerman, Recruitment
Attn: Akayla Cheema
850 S. Madera Ave
Kerman, CA 93630
or HR@cityofkerman.gov

Application deadline: Friday, July 24, 2026 at 4:00 PM.
(Postmarks, late or faxed applications will not be accepted)

Oral Panel Interviews tentatively set for Thursday, August 6, 2026

Applicants will be competitively screened based on the minimum qualifications. After review of the application materials, the most qualified candidates will be invited to participate in the examination process, which will consist of oral interviews.

EQUAL OPPORTUNITY EMPLOYER



Mission
Service. Safety. Livability.



Core Values
*People, Excellence, Team,
Leadership and Innovation*