

CITY OF
SIMI VALLEY

ASSISTANT COMMUNITY SERVICES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, assists in overseeing and coordinating operations of an assigned Community Services Center including promoting activities and programs of the center; implements program goals and objectives; oversees daily operations; prepares a variety of financial and statistical reports; responds to a variety of questions and inquiries regarding the center; and performs a variety of administrative and professional tasks in support of assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist in overseeing and coordinating center operations, programs, and activities including supervising subordinate staff and promoting the center to outside agencies.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing services; implement policies and procedures.
3. Recruit, select, train and supervise staff; establish work schedules.
4. Monitor program performance; recommend and implement modifications to systems and procedures.
5. Assist in promoting and coordinating specific activities within the assigned center program; prepare program events and facility marketing materials including news releases, flyers, schedules of events, pamphlets, and brochures.
6. Supervise and maintain operations and programs within the assigned Community Services Center; supervise staff and coordinate schedules and reporting.
7. Assist in overseeing and coordinating the volunteer program including recruiting, assigning work, supervising, and planning annual recognition events for volunteers; prepare and maintain a variety of statistical data as required.
8. Coordinate program events with outside agencies; schedule facility usage; ensure proper setup, maintenance and cleanup of facilities.
9. Coordinate rental activity for the center including approving applications, preparing billing, handling payments, scheduling rental monitor work schedules, and analyzing revenue and expenditures.
10. Maintain a calendar of activities, meetings and events for the center.
11. Plan and coordinate a variety of events and productions.

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12. Prepare reports for various boards, commissions, and committees as necessary.
13. Participate in budget development and administration for assigned area of responsibility; analyze proposed capital, personnel, operating and maintenance expenditures.
14. Research, write, and track all grants and requests for sponsorships from individuals and corporations; monitor existing programs for compliance with regulations.
15. Oversee all data input into the financial software system; interface with outside accountant; assist in creating budgets, reports, and budget tracking systems; administer petty cash account; transfer budget information into the City's financial format as necessary.
16. Coordinate with City personnel and outside vendors regarding upkeep and maintenance of all facility equipment and furnishings including computer and software programs and routine maintenance of copy machine, fax machine, and other associated furnishings.
17. Serve as the liaison with the center Web Master; update and maintain the center's website as necessary.
18. Represent the assigned Community Services Center and serve as liaison to outside agencies and individuals regarding usage and/or rental of facilities and equipment; provide information and assistance to users of the center; oversee and administer contracts for usage.
19. Monitor center compliance with all safety and emergency policies and procedures; coordinate all fire and safety inspections; interface with City staff and all safety and emergency personnel as necessary.
20. Respond to public inquiries in a timely and courteous manner; provide information within assigned area of responsibility.
21. Respond to the City's Emergency Operations Center in the event of an emergency.
22. Attend and participate in professional group meetings; stay abreast of new trends and innovations relevant to the assigned programs.
23. Serve as Community Services Manager as required.
24. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic operations, services, and activities of a community services program.
Principles and practices of customer service.
Principles and practices of program development and implementation.
Marketing theories, principles, and practices.
Methods and techniques of public relations.
Principles of business letter writing and basic report preparation.
Principles and procedures of financial record keeping, fiscal management, financial systems software, and financial reporting.

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Procedures, methods, and techniques of budget preparation and administration.
City policies and procedures.
Pertinent federal, state, and local laws, codes, and regulations.
Office procedures, methods, and equipment including computers and applicable software applications.
Basic accounting principles.
English usage, spelling, grammar and punctuation.

Ability to:

Coordinate and direct a variety of programs and activities.
Recommend and implement goals and objectives for providing community services programs.
Elicit community and organizational support for programs.
Interpret and explain City policies and procedures.
Prepare a variety of clear and concise documents and memoranda.
Respond to requests and inquiries from the general public.
Prepare and maintain accurate records and documents on programs and operations.
Prepare and administer assigned program budgets.
Operate office equipment including computers and supporting software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in community services, business administration, or a related field.

Experience:

Three years of increasingly responsible administrative experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens.

Physical: Sufficient physical ability necessary for walking, standing or sitting for prolonged periods of time; light lifting and carrying; may be required to work irregular work hours including nights and weekends.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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