

April 2016

Community Services Director

Description

Plan, organize and direct the activities and programs of the Community Services Department; provide expert professional assistance to City management staff on community service matters; this class is responsible for policy development, program planning, fiscal management, administration and operation of assigned functional areas including utilities, capital improvements, engineering, streets, sanitary sewer and storm drain collection systems, park maintenance, fleet services, facility maintenance, development services, building and safety, land use planning, code enforcement, economic development and redevelopment; functions as the Community Development Director and Public Works Director as provided in municipal code

Essential Duties

Plan, organize, coordinate and direct the implementation of goals, objectives, policies, procedures and work standards for the Community Services Department; prepare and administer the department's budget; coordinate planning, including financial and capital improvements plans; work closely with the City Manager, City Council, other City departments, public and private organizations and citizen groups in developing programs and implementing projects to solve problems related to the Community Services function; and provide technical assistance, directly or through subordinate staff

Prepare and recommend plans for City services and programs; develop proposals for action on current and future City planning and infrastructure needs; advise the City Manager and City Council on related issues and programs

Make interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance, direct zoning and other code enforcement activities; ensure that applicable ordinances and regulations are followed

Direct the maintenance and updating of the City's comprehensive plan

Represent the City and the Community Services Department in meetings with public officials, public agencies and civic groups in order to coordinate, develop and implement projects and programs

Direct the preparation of and personally prepare a variety of complex administrative and technical reports; direct the maintenance of departmental records

Coordinate the preparation of a variety of reports or presentations for City management or outside agencies

Administer and supervise the department's subordinate managers and supervisors; direct the selection, supervision and the work evaluation of departmental personnel; monitor and direct employee relations and grievance procedures; provide for staff development and supervisory training programs

Direct the development of management systems, procedures and standards for program evaluation; monitor developments related to assigned areas; evaluate their impact on City operations and implement policy and procedure improvements

Direct and participate in community services and planning aspects of the redevelopment process

Perform related duties and responsibilities as required and other duties which may be assigned

Qualifications

Education and Experience:

Equivalent to a Bachelor's Degree in engineering, regional or urban planning, environmental planning, public administration or a related field and four years of supervisor or administrative experience in infrastructure management, utility management or planning which has included program planning, development and administration; a Master's Degree and experience in working with citizen organizations are desirable

Licenses and Certificates

Must be registered in Nevada as Professional Civil Engineer or be able to be registered within six months of hire

Knowledge of:

Administrative principles and methods

Principles, practices and programs related to municipal infrastructure administration, development services, land use planning, economic development and redevelopment

Applicable city, state and federal laws, guidelines and standards

Principles and practices of budget development and administration

Funding sources impacting program and service development

Social, political and environmental issues influencing program administration

Computer applications related to the development process

Ability to:

Plan, organize and direct a wide variety of community services programs and activities

Select, motivate and evaluate staff and provide for their training and professional development

Develop and implement goals, objectives, policies and procedures and internal controls

Analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective course of action

Prepare clear and concise reports, correspondence and other written materials

Make persuasive public presentations

Exercise sound independent judgment within general policy guidelines

Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions and City staff

Physical Demands:

Requires ability to work in a typical office setting and use standard office equipment

Supplemental Information

Must pass a detailed background investigation

Supervision Exercised: Plan, organize, assign, direct, review and evaluate the work of staff through subordinate management personnel; select personnel and provide for their training and professional development

This position reports to the Assistant City Manager/City Manager or his or her designee

This is an at-will appointive position exempt from the City of Sparks Civil Service System

This position is exempt under FLSA guidelines