



Job Description

Community Services Manager

Pay Grade: LD16
Revision Date: 01/31/23

Employment Status:	Full-Time
FLSA Status:	Exempt
Experience Required:	Five (5) to Seven (7) years of municipal community events and leisure services programming and planning, library services or other work-related experience is required. Three (3) years supervisory experience is required.
Education Requirements:	Bachelor's degree in Public Administration, Recreation or Leisure Services Administration, Library Services or related degree is required. A Master's degree in Public Administration or related field is preferred.
Department:	Community Services
Direct Supervisor:	City Manager and/or Designee
Supervisory Responsibility:	Department employees, volunteers and contractors.
Primary Work Location:	Works in both an office and outdoors setting. Possible exposure to dust, mold, allergens, inclement weather, noise, and electrical hazards. Duties may also require prolonged periods of outdoor activities, which may produce exposure to extreme and inclement weather and allergens. This position often involves occasional exposure to uncomfortable temperatures, and/or noises.
Certification:	Valid Texas Class C Driver's License required. Certified Parks and Recreation Professional (CPRP), Certified Park and Recreation Executive (CPRE), Public Library Support Staff Certification (LSSC) and Public Library Technical Assistant Certification (LTA) certifications are examples of preferred certifications. Once hired, incumbent may be required to obtain certain certificates to include but not excluding those marked as "preferred".

Job Summary: Under the direction of the City Manager and/or designee, performs assigned duties necessary to assist in the management of daily operations and personnel of the Community Services Department, which includes Library, Events, Programming and revenue-generating activities and facilities. Responsibilities include but are not limited to the development and oversight of department program design and implementation, contract and volunteer management, policies and directives, fiscal management (e.g., procurement, budget, accounting, grants, etc.), reporting, and goals and objectives to ensure the integrity of events, programs, facilities, rentals, marketing and social media, and related services. Position is classified as a first level department head.



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Essential Job Functions

(The following list is intended to provide examples of possible job functions and/or duties that might be needed to perform position functions/duties and should not be construed as a comprehensive or complete catalog. All positions include "additional duties as assigned".)

Directs and oversees the Community Services Department through the development and implementation of adult and youth programs, local and regional events, and individual or small group events, to include rental of City facilities. Responsible for contract management, to include regulatory compliance for youth programs and activities, and volunteer selection and retention.

Directs and oversees Library Services to ensure reliable and modern design and application of adult and youth reading and learning programs. Responsible for the planning of the necessary tools with respect to literature, periodicals, activities/events, audiovisual, on-line medium, grants, and promotional efforts.

Directs and oversees the preparation and administration of the Community Services Department's annual budget. Responsible for forecasting revenue and expenditures necessary and required to complete Departmental projects; the procurement of goods and services; grants and interlocal agreements; and Personnel related costs. Responsible for the selection and retention of Department Personnel, to include training and development initiatives.

Provides staff assistance to the City Manager by preparing and presenting department and project related reports during Staff, City Council, and other City-related meetings. May be required to regularly attend work-related meetings and events, to include holidays and weekends.

Directs and oversees facility and building maintenance for the Library, park amenities and City-owned rental spaces.

Performs additional duties as assigned.

Job Knowledge, Skills, and Abilities for Position

(The following list is intended to provide examples of required knowledge, skills and abilities that might be needed to perform position functions/duties and should not be construed as a comprehensive or complete catalog.)

- Work requires the ability to write letters, memos, and contracts.
- Work requires the ability to understand and develop cost/benefit analysis and compose financial and budgetary reports relating to department.
- Work requires substantial independent judgment and decision-making. Must be able to monitor and assess operations, workload, projects, and staff performance.
- Work is widely varied, involving analyzing and evaluating many complex and significant variables.
- Organization-wide and department policies, procedures, or precedents may be developed and/or recommended.
- Ability to learn specialized software relating to department.



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- Ability to work under high demands, short time constraints, and pressure of a fast-paced work environment.
- Ability to remain up to date on Federal, State and City regulations, best practices and policies affecting department and job-related activities.
- Ability to establish and maintain effective working and professional relationships with City and other public employees, public officials, contractors, consultants, vendors, and the general public.
- Must possess excellent oral and written communication skills.
- Must be competent in the use of Microsoft Office.
- Must be able to research, compile and analyze data, and then present findings to the City Commission and City Manager in an acceptable format.
- Must exhibit attention to detail, accuracy, and safety.
- Must be able to monitor and assess operations, workload, projects, and staff performance.
- Must possess a valid Texas Class C driver license.
- Must pass all post offer pre-employment processes and/or procedures, to include but not limited to Drug Screen, Physical Examination, and applicable Background Checks.

Physical Demand	Frequency
Balancing	Occasionally
Bending	Occasionally
Carrying	Occasionally
Climbing	Rarely
Crawling	Rarely
Crouching	Rarely
Fine Dexterity	Frequently
Foot Controls	Occasionally
Handling	Occasionally
Hearing	Continuously
Kneeling	Rarely
Lifting	Occasionally
Pushing/Pulling	Occasionally
Reaching	Occasionally
Standing	Frequently
Sitting	Frequently
Stooping	Occasionally
Twisting	Rarely
Vision	Continuously
Walking	Occasionally



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Physical Demands Description

(The following descriptions are provided as an example of potential physical and/or sensory activities and does not address the potential for reasonable accommodation; it is intended as general examples of possible physical/sensory demands that might occur during the performance of the position functions/duties, and are not intended to be all inclusive.)

- Bending/Climbing/Balancing - picking up supplies, files and file boxes, stairs; step stool; ladders, walking, standing, filing, drill exercises, etc.
- Carrying/Lifting - files; filing, office supplies, work aids, etc.
- Fine Dexterity – telephone, keyboard, "ten key" or calculator, computer hardware, writing, and software usage, measuring, etc.
- Foot Controls – driving, walking events, event setup/teardown, uneven terrain, etc.
- Hearing - customer assistance; telephone; verbal direction received; meetings, etc.
- Pushing/Pulling/Reaching - supplies; files; file boxes; retrieving; storage shelves; rolling carts, etc.
- Standing - making presentations, assisting customers, directing meetings, site inspections, drill exercises, etc.
- Sitting - desk work, meetings, driving, etc.
- Vision - computer and desk work, budget, invoices, driving, plans review, schematics, blueprints, plats, code of ordinances, etc.
- Walking - to and from office, around office, to and from buildings, site inspections, assisting customers, meetings, presentations, walking events, event setup/teardown, uneven terrain, etc.

Machines, Tools Equipment and/or Work Aids

(The following list is intended to provide examples of possible machines, equipment, tools and/or work aids that might be needed to perform position functions/duties and should not be construed as a comprehensive or complete catalog. This list does not include and does not supersede any requirements with respect to safety or protective equipment, uniforms, apparel, gear or apparatuses required for the performance of any duties described herein.)

Audio/Visual, Calculator, Computer, Copier, Facsimile, Keyboard, Office Supplies, Scanner, Software, Telephone, Vehicle, Maps, Safety and/or Personal Protective Equipment, etc.

Safety Requirements

The employee is required to follow all safety procedures as outlined in the Lake Dallas Safety and Personnel Manuals.

Acknowledgements

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment with the City of Lake Dallas. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. It is up to the employee and/or candidate to provide the necessary information and/or documentation in making a request.

The above statements are intended to describe the general nature and level of work to be performed by individuals assigned to performing the duties of this job. The descriptions within are not intended to be



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an exhaustive list of all responsibilities, duties and skills required of the person or persons classified in this position. This job description is subject to change by the City of Lake Dallas (City) as the needs of the City and job requirements demand. By signing below, the Employee agrees that they have reviewed the above job functions, requirements and acknowledgements and affirms the ability to perform them.

Employee Print Name & Sign

Date