



City of Tempe

COMMUNITY SERVICES DIRECTOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	039	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			
**This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.			

REPORTING RELATIONSHIPS
Receives administrative direction from the Deputy City Manager for Operations.
Exercises direct supervision over Deputy Directors, professional, technical, and clerical personnel.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Eight (8) years of management / administrative experience with expertise in at least one of the following public programming or areas: <ul style="list-style-type: none"> ● Recreation; or ● Visual or Performing Arts; or ● Library Services; or ● Cultural Services
<i>Education:</i>	Bachelor's degree from an accredited college or university in business management, public administration, parks and recreation management, or a degree related to the core functions of this position. Master's degree is preferred.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operations of the City's Community Services Department including the Tempe Public Library, Recreation Services, and Arts and Culture Services, as well as prepare and implement the annual capital improvement program for the department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible, complex administrative support to City management staff and the City Council.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Administer, plan, and direct the activities of the following divisions / sections / programs: Tempe Public Library, Recreation Services, and Arts and Culture Services and Kid Zone.
- Advise, consult and provide information to the City Manager and Deputy City Manager regarding the Community Services Department and its programs.
- Ensure quality facilities for youth, adult and recreation programs and services provided to the citizens of Tempe.
- Coordinate and staff appropriate citizen advisory boards to review and improve departmental programs, services, and activities. Make recommendations for improvement to the City Manager, Deputy City Manager and City Council as necessary.
- Responsible for major regional, national and local special events hosted by the City of Tempe.
- Develop and implement policies to ensure a safe environment for participants of educational, recreational, special event and arts and culture activities.
- Attract and develop a quality work force of regular and seasonal staff with technical expertise and interpersonal skills.
- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives, and upholding the City's stated mission and values.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Confer, advise and/or direct Deputy Directors on problems relating to activities within their division.
- Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associations representing City employees.
- Advise and assist the City Manager, department management, and employees in a variety of work-related matters including the interpretation and application of policies and processes.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Make presentations before the City Council and other boards, commissions and community organizations.

- Develop and implement annual Capital Improvement Project (CIP) program for the department including facility renovations and maintenance, aquatics facilities, asset management projects and other projects.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective February 2010

Revised September 2018 (update distinguishing characteristics, reporting relationships, min qualifications, and job duties)