

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Community Services Director	CLASS. CODE: 1006
DEPARTMENT:	Community Services	FLSA: E
REPORTS TO:	City Manager	DATE: 7/1/2002

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**Job Summary:**

Provides executive level leadership and administers the operations and functions of the Department of Community Services in its mission to promote community involvement in neighborhood and city affairs that enhances the quality of life for Salem area citizens through access to human services, recreation opportunities, adequate housing, parks and open spaces, and livable neighborhoods.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Coordinates staffing and support to City Council, boards, commissions, and special committees and task forces. Acts as lead staff for the department in support to the City Council and Salem Parks and Recreation Advisory Board; oversees staff support to other commissions, committees and boards. Works with elected officials and citizens in agenda and work plan development.
2. Supervises department staff, volunteers, and supplemental labor efforts. Communicates with direct subordinates through weekly meetings, individual briefings, telephone and email. Oversees employee hiring and training practices and work plan development for division heads; performs ongoing supervision and evaluation. Handles unresolved personnel issues not resolved at other levels of the department; provides guidance and direction through subordinate personnel.
3. Coordinates and oversees department's operational coordination with other City departments, other jurisdictions, non-profit organizations and the business community. Attends department head meetings, interdepartmental or jurisdictional-type meetings, special networking meetings, and community meetings.
4. Plans long-range goals, objectives, organizational structure, and overall direction for the department.
5. Oversees the department's long and short range planning and implementation of approved plans. This involves input and discussion into divisions' work efforts and involvement in specific plan and policy development. Oversees the department's input in to City's Capital Improvement Program.
6. Plans, allocates, and monitors time, people, equipment, and other resources for the department to ensure efficient organization and completion of work; selects, supervises, trains and evaluates staff.
7. Performs as lead staff to specific projects, issues, or processes of significant importance.
8. Develops and manages department budget in collaboration with division heads; reviews monthly. Monitors the Salem Housing Authority's federally directed budget and reporting processes.
9. Oversees the department's contract development and monitoring for Cultural/Historical, Facility, Recreation Program, Parks and Landscape Maintenance, Social Services and Housing.
10. Plans, allocates, and monitors time, people, equipment, and other resources for the department to ensure efficient organization and completion of work; selects, supervises, trains and evaluates staff.

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11. Oversees the department's Public Information Program and facilitates support to the overall citywide public information effort including the Salem at your Service tabloid, monthly Current Issues and Issues Focuses publications, media releases and web pages, etc.

**Important Job Functions**

1. Represents Department and City in various meetings, speaking engagements and community events.
2. Performs other duties as required by City Manager or Assistant City Manager.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's degree from an accredited college or university in public administration, parks and recreation or a related field; and,

Ten (10) or more years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- None required.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Practices, principles, and philosophy of public administration, recreation and parks program management, social service/human rights and relations, neighborhood/community development, and subsidized housing and development plans.
- City ordinances, policies, procedures, rules, and federal budget requirements related to the Salem Housing authority.
- Personnel management and supervision.
- Short and long range planning.
- Budget and financial management.
- Public information and marketing.
- Facilities management and operations.
- Community systems and processes, i.e. other jurisdictions, non-profits, the business and faith communities, etc.
- Contemporary office practices and procedures and office software products.

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**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Develop and maintain effective interpersonal relationships.
- Respond to difficult or hostile situations in public forums on occasion.
- Work independently and make decisions concerning multiple programs in the City affecting large numbers of people.
- Analyzing data, formulate plans, policies and procedures.
- Plan, develop and carry out programs essential to the operation of the City.
- Attend meetings at various locations during business and non-business hours, including evenings, early mornings and weekends.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, read, write, hear and speak for extended periods.
- Stand for extended periods on occasion.
- Bend, kneel, stoop or climb stairs.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.