

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Community Services
Unclassified, GRADE 18
FLSA exempt position

DIRECTOR OF COMMUNITY SERVICES

GENERAL STATEMENT OF DUTIES: Performs executive level work in the administration and operation of the Department of Community Services, which is composed of the Division of Libraries, and Division of Park and Recreation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for the general administration, development, and direction of dynamic, year-round leisure and educational programs for all groups, ages, and interest levels within the County, and for the physical facilities necessary to make programs effective. Supervision is exercised over division managers and staff members. Represents the County on matters relating to leisure time and facility issues under the general policy direction of the County Administrator.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Provide professional leisure activity guidance and advice to the County government;
Coordinate activities with other departments, agencies and Towns as required;
Provide leadership and direction in the development of short and long range plans and projects;
Communicate official plans, policies and procedures to staff and the general public;
Prepare annual budget and approve expenditures in compliance with approved budget;
Monitor progress on park projects and similar capital improvements;
Review and make final Department decision on personnel matters;
Review existing program areas and authorize changes or new programs;
Supervise development and implementation of library, parks, and recreation master plans;

Oversee efficient operation and maintenance of library, parks, and recreation facilities;
Provide technical and administrative support to assigned committees;
Recommend, review and monitor work of hired consultants.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of all phases of County recreational work and its administration; thorough knowledge of the principles and methods of park and playground planning and development; interest in promoting and providing library services to all citizens; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret established recreational philosophies; ability to develop and maintain effective relationships with subordinates, contractors, developers, County officials, Federal and State agencies and the public; good professional judgment; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university in recreation, library science, public administration or a closely related field (MPA, MBA or MLS desirable) with seven to ten years of related experience, three of which must be in a supervisory capacity, preferably in a local government, or any equivalent combination of experience and training determined by Levy Court.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

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