

Title: Director of Community Services
Department: Community Services
Division/Office: N/A



Grade 2131; Salary position; Category: Classified; Job Code: DCSV; Rev.:07/01/2021

General Description

The purpose of this position is to plan and direct the operation of Parks, Recreation, and Library related services provided by Kent County Levy Court.

This position develops, administers, and implements programs within organizational policies and County Ordinances. The Director of Community Services is hired by, reports to, and is evaluated by the County Administrator.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Directs the efficient operation and maintenance of library, parks, and recreation facilities.
- Reviews existing program areas and authorize changes or new programs.
- Monitors progress on park projects and similar capital improvements.
- Prepares annual budget and approves expenditures in compliance with approved budget.
- Coordinates activities with other departments, agencies and Towns as required.
- Provides technical and administrative support to assigned committees.
- Provides professional leisure activity guidance and advice to the County government.
- Provides leadership and direction in the development of short- and long-range plans and projects.
- Recommends, reviews and monitors work of hired consultants.
- Communicates official plans, policies and procedures to staff and the general public.
- Supervises the development and implementation of library, parks, and recreation master plans
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires a Bachelor's degree in parks and recreation management, leisure services, or related field or Master's in Library Science and six (68) years of progressively responsible experience in parks and recreation programming or library administration or an equivalent combination of education, training, and experience.

Additional Requirements:

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-

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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, external partners, 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.

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.

Americans with Disabilities Act 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; work requires fingering, and repetitive motions; 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement