



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
DEPUTY DIRECTOR OF COMMUNITY SERVICES
Class Specification

JOB SUMMARY

The Deputy Director of Community Services manages the operations of the Community Services Department under direction of the Director of Community Services and/or the City Manager or designee. The Deputy Director of Community Services oversees, plans, directs and manages the functions and operations within the City's Community Services and Parks Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Develop, implement, and maintain department goals, objectives, policies, and procedures;
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to financial programs, policies, and procedures as appropriate to support departmental goals;
- Review and evaluate work methods and procedures for improving organizational performance enhancing services, and meeting goals;
- Direct and participate in the preparation of the administration of the department budget including forecast of funds for staffing, equipment, materials, supplies; administer department budget;
- Research and prepare grant applications for local, state, and federal funding associated for department and community programs, resources, and services;
- Oversee the planning, design, implementation, and evaluation of various community programs such as youth development, senior citizen services, recreation activities and/or social assistance programs supporting the community;
- Establish positive working relationships with representatives of community, organizations, state/local agencies and associations, City management and staff, and the public;
- Serve as a resource for department personnel, City staff, other organizations, and the public; coordinate pertinent information, resources, and work teams necessary to support a positive and productive environment;
- Develop, plan, implement new and/or expanding recreation and community programs and activities;
- Provide leadership through the recommendation of staffing appointments, team building and conflict resolution;

- Supervise, train, discipline, and evaluate assigned staff; assist subordinate supervisory staff with difficult situations;
- Ensure adherence to applicable laws, codes, regulations, and guidelines applicable to the department; attend and participate in professional and community meetings;
- Respond to and resolve difficult and sensitive citizen inquires and complaints;
- Research, prepare and present results on technical and administrative studies including reports and materials for City Council, Commissions, and grant administration;
- Represent the department and the Director before to outside agencies and the organizations; participate in outside community and professional groups and committees; and may serve as liaison to City Council sub committees and other groups as assigned;
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with the public and staff;
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Bachelor's degree with a major course of study in recreation administration, public administration or related field;
- Minimum of five (5) of years of progressively responsible experience performing program management and/or administration of duties in community service program development and implementation of all aspects of community services including special events, seniors, youths, and sports programs.
- Minimum of three (3) years in a managerial capacity.

Licenses, Certifications and/or other Special Requirements

- Valid California class "C" driver's license and ability to maintain insurability under the City's vehicle insurance policy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of comprehensive community service programs that includes parks, recreation, and facility management;
- Knowledge of principles and practices of public administration, strategic plan development and implementation;
- Knowledge of methods and techniques of developing programs that meet recreational, cultural, human and social needs of the community;
- Knowledge of budget preparation and administration, grants application process;
- Knowledge of pertinent local, state, and federal rules, regulations and laws;
- Knowledge of supervision, training and personnel management;
- Skill in contract administration;
- Skill in employee development strategies;
- Ability to model and practice highest standards of ethical conduct;
- Ability to effectively foster a teamwork environment;

- Ability to analyze, interpret, summarize and present administrative and technical information and data in an effective manner;
- Ability to develop and execute multi-funded budgets;
- Ability to make effective presentations before groups and the public;
- Ability to demonstrate initiative in identifying and recommending improvements to programs, services and work processes;
- Ability to establish and maintain effective and cooperative working relationships with staff, vendors, elected officials, City Council, commissions, community groups and the general public;
- Ability to work with various cultural and ethnic groups in tactful and effective manner;
- Ability to communicate clearly and concisely, both orally and in writing

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Primary functions require sufficient physical ability and mobility to work in an office setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

WORKING CONDITIONS

Work is performed primarily in a standard office environment with some travel to different sites; when visiting parks or construction sites the incumbent may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, and mechanical hazards such as construction equipment; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

FLSA Status: Exempt
Bargaining Unit: HEG
Civil Services Status: Non-Classified/At-will
Approval: 03/2025
HEG Salary Range: Range 25