



**CITY OF LARKSPUR  
Staff Report**

January 19, 2022, City Council Meeting

DATE: January 7, 2022  
TO: Honorable Mayor Hillmer and the Larkspur City Council  
FROM: Shannon O'Hare, Assistant to the City Manager  
SUBJECT: COMMUNITY SERVICES DEPARTMENT REORGANIZATION

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**ACTION REQUESTED**

Adopt the attached resolution:

- Establishing the job description, classification, and salary range for the Assistant Community Services Director
- Amending the job description of the Community Services Director
- Amending the list of authorized positions to include the Assistant Community Services Director and replace the Circulation Supervisor with the Librarian II.

**BACKGROUND, AND DISCUSSION**

Over the past year, City Manager Dan Schwarz and Community Services Director Franklin Escobedo examined the functions and programming in the Community Services Department to determine if the current organizational structure is sufficient to meet the needs of the public. In March 2020, the Library Division and Recreation Division of the Community Services Department substantially reduced staffing levels and altered program offerings in response to COVID-19 health guidelines and best practices. In the past two years Community Services staff has done a laudable job of continuing to serve the public with only minor interruptions and inconvenience, including executing innovations in service delivery that are popular and will likely remain in some form. Currently, service levels remain below 2020 levels and current staffing relative to demand is insufficient.

Recreation and Library services are not mandated by State or Federal law. The Larkspur Municipal Code calls for the provision of library services to satisfy the general public's educational, recreational, and informational needs. Therefore, when determining appropriate levels the availability of funding and operational limitations are considered. Staff has evaluated current levels of use and community interest in services against budget constraints. While a full recovery from the impact of the pandemic has not occurred, the short and medium-term budget outlook for the local and state economy remains far better than anticipated. Rather than continue with current service levels, staff believes that there is and will continue to be funds in the budget to further invest in the Community Services Department to increase service levels.

## **AGENDA ITEM 8.2**

In order to sufficiently staff the Department, staff is asking Council to take the following actions:

### Adopt the Position of Assistant Community Services Director and Amend the Community Services Director Job Description

As part of the adoption of the Fiscal Year 2020-21 budget, the Library Department and Recreation Department were combined into the Community Services Department, with each discipline becoming divisions within the Department. Due to an uncertain budget outlook and a suspension of most recreation offerings that provided cost recovery, the City eliminated the Recreation Director as an authorized position in the budget and assigned director-level work in Recreation to the Community Services Director.

Since that time, the Community Services Director, with assistance from the Recreation Supervisor, has been responsible for running the Division. As the library continues to be a vibrant center of the community and recreation facilities and programming are increasingly in demand, it is apparent that both divisions require a level of oversight and investment of time that exceeds the bandwidth of one executive-level position. A second position with authority over the day-to-day operations and programming is warranted to successfully run the Department.

The Assistant Community Services Director will be expected to take responsibility and authority over the following areas as assigned:

- Personnel and program design
- Execution and management of contracts
- Coordination with neighboring agencies and community groups
- Day-to-day operations as assigned
- Risk management and facilities oversight
- Purchasing

It is also expected that the Assistant Community Services Director will work with the Director to integrate programming in the Library and Recreation Divisions as appropriate. The Community Services Director remains responsible for the Department budget, strategic goals, liaison to the community, and point of contact with the City Manager regarding Department business.

The Assistant Community Services Director job description (Exhibit A of the resolution) is designed to reflect that the position may be primarily responsible for recreation or library services depending on the incumbent in the position. Staff is asking that the Council also adopt an amended job description for the Community Services Director that states incumbent may primarily be responsible for either division depending on professional background.

The current Community Services Director comes from a Library background and is responsible for Library operations, making it a logical choice that the Assistant Community Services Director primarily oversee Recreation Division matters. As part of this action, the current Recreation Supervisor position will not be funded but the position will remain on the City's list of classifications. The City Manager has discussed what is happening with the incumbent Recreation Supervisor, Nick Stone, who will be afforded the opportunity to accept the Assistant Director position upon its approval.

To reflect the expanded authority of the position and to be market competitive, the City Manager is recommending a salary range to be set at a maximum of \$9,689 per month. Comparable positions in Marin and the Bay Area were evaluated; agencies have great variation in structure and responsibility and do not have a directly comparable structure to Larkspur. However, this figure is in line with pay with positions at neighboring agencies that would draw a similar candidate pool in a recruitment. Staff determined that the best comparison in the scope of authority and responsibility to be the Public Works Superintendent in Larkspur. The pay range for this position is equal to the Public Works Superintendent. Staff will continue

## **AGENDA ITEM 8.2**

to monitor trends outside of Larkspur to determine if external comparisons are more appropriate in the future.

### Replace the Circulation Supervisor Position with Librarian II

The incumbent in the Circulation Supervisor position left employment with Larkspur for other opportunities in December 2021. Rather than recruit for a new Circulation Supervisor, staff is asking that the Council authorize the City to replace the position with a Librarian II. The Librarian II will be responsible for circulation (access) duties as well as the scheduling and oversight of part-time staff (job duties historically assigned to the Circulation Supervisor), as well as executing Librarian duties. Staff is proposing this change for the following reasons:

- The Circulation Supervisor title and scope of work is increasingly assigned to a Librarian in many agencies. Larkspur will be in step with the structure and practices developing in the profession.
- A robust labor market and the high cost of living is making the Library's practice of using substitute Librarians when needed for coverage difficult. Investing in additional full-time staff trained as professional Librarians will provide some relief to this issue.
- Library patrons are increasingly using services that are best provided by a Librarian. This trend is likely to accelerate as more processes associated with maintaining the Library catalogue are automated and patrons do not need the same level of assistance for certain tasks.
- The future Library at Rose Lane will require staffing by several Librarians and the City Manager and Director believe it is a good investment to train and develop a staffing structure that can accommodate the new facility.
- Supervisorial responsibilities fall within the Librarian II job classification. The City currently has one individual working as a Librarian II, but her current assignments do not afford the capacity to take on the supervision of part-time circulation staff.

If the Council approves this change, the Department will be approved to engage two Librarian II employees and one Librarian I.

The Circulation Supervisor position will be unfunded but remain on the list of classified positions at this time.

A presentation providing further discussion of the Community Services Department will take place at the January 19, 2022, Council meeting. An in-depth presentation of the City's overall budget and fiscal situation will take place at the mid-year budget review, anticipated to take place at a regular City Council meeting in February 2022.

### **FISCAL IMPACT**

The fiscal impact of the replacing the Recreation Supervisor with the Assistant Community Services Director will cost the City approximately to \$20,000 more per year in salary, but the Department will continue to realize overall staff savings versus pre-pandemic costs due to the transition to the Community Services model

The replacement of the Circulation Supervisor position with a Librarian II will cost the City \$25,000 to \$40,000 increase in salaries in the Library Division budget, but the Department will continue to realize overall savings versus pre-pandemic costs due to the transition to the Community Services model

Staff anticipates reporting as part of the mid-year budget review in February that revenues are outpacing projections and this additional revenue will offset the proposed increases in the current year budget.

**ENVIRONMENTAL STATUS**

None.

**STAFF RECOMMENDATIONS**

Council receive the report and adopt the attached resolution.

Respectfully submitted,  
Shannon O'Hare, Assistant to the City Manager

Attachments

1. Resolution with Job Descriptions as Exhibits A.

CITY OF LARKSPUR  
RESOLUTION 03/22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LARKSPUR  
ESTABLISHING AUTHORIZED POSITIONS IN THE COMPETITIVE SERVICE AND  
ASSIGNING A SALARY RANGE TO EACH POSITION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LARKSPUR that the classification of Community Services Director and Assistant Community Services Director, as described in the attached Exhibit A, is authorized.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF LARKSPUR that the following salary ranges for the Assistant Community Services Director are hereby effective and funding for changes is hereby authorized.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF LARKSPUR that the position of Circulation Supervisor is replaced by the Librarian II and funding for changes is hereby authorized.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF LARKSPUR that the position of Recreation Supervisor is replaced by the Librarian II and funding for changes is hereby authorized.

AUTHORIZED POSITIONS IN THE COMPETITIVE SERVICE  
AND THEIR SALARY RANGE

<b>MANAGEMENT</b>		Monthly
Administrative Services Director	To	15,328
Assistant to the City Manager	To	10,433
Assistant Community Services Director	To	9,689
Chief Building Official	To	12,899
City Clerk/Records Administrator	To	10,433
City Manager	To	17,176
Community Development Director	To	14,709
Community Services Director	To	12,169
Public Works Director/City Engineer	To	16,575
Library Director	To	12,169
Planning & Building Director	To	13,665
Public Works Superintendent	To	9,689
Recreation Director	To	12,169
Recreation Supervisor	To	7,889
Senior Engineer	To	12,899
Senior Planner	To	10,075
<b>MISCELLANEOUS</b>		Hourly Base Rate
Accounting Specialist	36.64 to	46.76
Administrative Analyst I	36.64 to	46.76

**8.2 ATTACHMENT 1**

Administrative Analyst II	41.03	to	52.36
Administrative Assistant I	31.45	to	40.13
Administrative Assistant II	33.97	to	43.35
Assistant Engineer	44.42	to	56.69
Assistant Planner	38.71	to	49.40
Associate Engineer	55.52	to	70.87
Associate Planner	41.69	to	53.21
Circulation Supervisor	29.36	to	37.48
Junior Engineer	39.19	to	50.02
Librarian I	34.07	to	43.49
Librarian II	36.64	to	46.76
Library Assistant	23.03	to	29.39
Maintenance Worker I	27.63	to	35.27
Maintenance Worker II	29.85	to	38.09
Permit Technician	36.64	to	46.76
Public Works Inspector	39.19	to	50.02
Public Works Technician	33.97	to	43.35

<b>CONFIDENTIAL</b>			Hourly Base Rate
Accounting Technician	36.64	to	46.76

**IT IS HEREBY CERTIFIED** that the City Council of the City of Larkspur duly introduced and regularly adopted the foregoing resolution at a meeting held on January 19, 2022, by the following vote:

- AYES: COUNCILMEMBER:
- NOES: COUNCILMEMBER:
- ABSENT: COUNCILMEMBER:
- ABSTAIN: COUNCILMEMBER:

\_\_\_\_\_  
 Dan Hillmer, Mayor

ATTEST:

\_\_\_\_\_  
 Alison Foulis, City Clerk

**CITY OF LARKSPUR  
RESOLUTION 03/22**

**Exhibit A**

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*Job Descriptions*



## City of Larkspur

# ASSISTANT COMMUNITY SERVICES DIRECTOR

### **DEFINITION**

Under general administrative direction from the Community Services Director the Assistant Community Services Director contributes to the planning, organizing, directing, and integrating of departmental functions and operations which include: cultural and recreation activities and programs; operation of recreational facilities; operation of other community based programs and services such as the MARINet Consortium; and the operation of the municipal library system. Represents the Department to City management, the City Council and the community; provides highly responsible and technical staff assistance to the Director; and performs related work as required.

The Community Services Department consists of two divisions: Library and Recreation. It is anticipated that the Assistant Director will be assigned general operational and programmatic discretion over one of the two divisions based on the background and expertise of the Director and the Assistant Director.

### **DISTINGUISHING CHARACTERISTICS**

This is a management level class responsible for planning, directing, and obtaining resources for operations and programs within the department as assigned by the Director. The incumbent works under general direction to develop and implement departmental and program policies, procedures, and services. This position provides assistance to the Director in a variety of administrative, coordinative, analytical, and liaison capacities. The incumbent ensures that activities of the department are completed in a timely and efficient manner consistent with defined policies and regulations. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

### **SUPERVISION RECEIVED AND EXERCISED**

The Assistant Community Services Director reports to and receives general administrative direction from the Community Services Director. The Assistant Director may be responsible for providing supervision to volunteers and professional, paraprofessional, supervisory, and clerical staff assigned to the services and programs of the Community Services Department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(include but are not limited to the following principal job duties:)*

As assigned by the Community Services Director:

- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives, and work standards;

## 8.2 ATTACHMENT 1

- Working with the Director, develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council's priorities;
- Directs, plans, organizes, and coordinates programs and services;
- Assists with the development and management of public relations and outreach programs to stimulate community participation in programs and services;
- Helps coordinate the development of fund-raising and corporate support programs; coordinates with non-profit foundations to coordinate fund-raising projects and special events;
- Establishes performance requirements and personal development goals for assigned staff; takes disciplinary action to address performance deficiencies;
- Provides leadership and works with subordinate staff to develop and retain highly competent and customer service-oriented staff through selection, compensation, performance management, evaluation, training, and management practices which support the City's mission and values;
- Directs the development of and monitors program budgets;
- Prepares and submits technical and special reports; make oral presentations;
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements;
- Advises the Director on departmental issues;
- Conducts and attends meetings as required;
- Attends various City Council, Commission, City staff, board and community meetings as required;
- Works collaboratively with other Departments on mutual projects and issues;
- Participates on internal and external committees, professional groups, work groups, boards, and task forces as appropriate or assigned;
- Responds to citizen inquiries and resolves difficult and sensitive complaints;
- Performs related duties as required.

### **REQUIREMENTS**

#### **Knowledge of:**

- Modern library organization and programs and/or modern recreation practices and management appropriate for all segments of the community.
- Pertinent federal, state, regional, and local laws and regulations.
- Organizational, administrative, management, and labor relations principles and practices.
- Supervisory techniques, resource allocation, planning, and budgeting.
- Sources and methods of funding for public agencies.
- Principles and practices of public administration, including purchasing, preparation, and administration of division-level and program budgets.
- Requirements of cultural, recreational, or community service programs and facilities for various age and social groups within the community.
- Methods and techniques to effectively promote community participation in City sponsored activities.
- High quality customer service methodology and principles.

## 8.2 ATTACHMENT 1

- Hazards and generally accepted safety standards in the operation and maintenance of parks and recreation, cultural, library, and community programs.
- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Common risk management practices within a community services department.
- General City operations.

### **Skill and Ability to:**

- Shape, create, and implement the City's vision for cultural, recreation and library services and programs for the future;
- Plan, organize, assign, coordinate, and manage the activities of professional and support staff and outside contractors;
- Develop, implement and administer goals, objectives and practices for cultural and recreation activities and programs, operation and maintenance of parks and recreational facilities and the services of the municipal library system'
- Manage available resources to meet service levels and changing public demands.
- Develop community support for cultural, recreational, community and library programs and services'
- Analyze and evaluate statistical data, reports, and complex issues and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Supervise, train, coach, mentor and evaluate the work of professional, technical and clerical staff;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters;
- Recommend policies, procedures and controls related to cultural, library and recreations services and programs;
- Present proposals and recommendations clearly and logically in public meetings.
- Communicate effectively and persuasively both orally and in writing;
- Present proposals and recommendations clearly and logically in public meetings; develop and evaluate management practices and procedures;
- Exercise sound, expert, independent judgment within general policy guidelines;
- Utilize appropriate leadership skills, interpersonal style, and methods of communication to seek wide input before proposing solutions, and utilize those same skills to gain acceptance, cooperation or agreement of a plan, activity, and/or program, or to seek a compromise solution;
- Establish and maintain effective working relationships with the City Council, officials, other department heads, staff, private and community organizations, and others encountered in the course of work.

### **EDUCATION AND/OR EXPERIENCE**

Sufficient experience and education related to the management of a community library or organization offering recreation services to demonstrate the knowledge and skills listed and to perform the essential duties is highly desirable. A typical way of obtaining the required qualifications is:

- Two or more years of professional library experience in public and/or school libraries or two or more years of professional recreation services experience in a public environment, including at least two years in a supervisory and administrative capacity.
- Possession of a Master's of Library Science degree from a school accredited by the American Library Association or higher education degree appropriate to the management of an organization offering recreation services.

#### **Education and Experience**

*Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the necessary knowledge and abilities is:*

Bachelor's degree in Public or Business Administration, Library Sciences, or Parks or Recreation Management, or relevant to operations specific to the Community Services Department; **and** six (6) years of progressively responsible experience managing or administering cultural, recreational or library programs, services and projects; or managing or administering the maintenance and/or construction of City parks landscaped areas, park equipment and facilities; or managing or administering a major library division, including at least two (2) years of supervisory experience managing subordinate staff.

Master's degree in Public or Business Administration, Master's of Library Science degree from a school accredited by the American Library Association, or relevant to operations specific to the Community Services Department is highly desirable.

#### **License and/or Certificates**

- Possession of an appropriate valid California driver's license.
- Possession of valid CPR and First Aid certificates within three months of appointment.

#### **Special Requirements**

Be willing and able to work occasional evening, weekends, and holidays as needed for special events, programs, and public meetings.

#### **Additional Responsibilities**

Perform as a designated Disaster Service Worker as needed during emergency situations; respond to emergency call outs for service after hours and on weekends as needed.

### **PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## 8.2 ATTACHMENT 1

- Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities.
- The employee will occasionally be required to climb or balance or crawl.
- While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard and calculator.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.
- The employee may be exposed to dust and/or other allergens.
- The employee may be exposed to outdoor weather conditions and adverse environmental conditions.
- The employee is occasionally exposed to moving mechanical parts and occasionally works with use of a City vehicle.
- The noise level in the work environment is occasionally loud.

OTHER:

*FLSA Status:*

*Exempt - Executive*

*Bargaining Unit:*

*Unrepresented Management*

*Approved by:*

*City Manager Dan Schwarz*

*Established/Revised Date:*



## City of Larkspur

# COMMUNITY SERVICES DIRECTOR

### **DEFINITION**

Under general administrative direction from the City Manager, the Community Services Director plans, organizes, directs, and integrates departmental functions and operations which include: cultural and recreation activities and programs; operation of recreational facilities; operation of other community based programs and services such as the MARINet Consortium; and the operation of the municipal library system. Represents the Department to City management, the City Council and the community; provides highly responsible and technical staff assistance to the City Manager; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a department director level class responsible for planning, directing and obtaining resources for all operations and programs of the municipal library system; cultural and recreation activities, facilities and programs, and such other community based services and programs as assigned by the City Manager. The incumbent performs the full scope of library, cultural and recreation management, and exercises significant discretion, within legal and general policy and regulatory guidelines. The incumbent independently develops and implements departmental and program policies, procedures, and services. This position provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The incumbent ensures that activities of the department are completed in a timely and efficient manner consistent with defined policies and regulations. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

### **SUPERVISION RECEIVED AND EXERCISED**

The Community Services Director reports to and receives general administrative direction from the City Manager. The Director provides supervision for all volunteers and professional, paraprofessional, supervisory, and clerical staff assigned to the services and programs of the Community Services Department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(include but are not limited to the following principal job duties:)*

- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives, and work standards;
- Working with the City Manger, develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council's priorities;

## 8.2 ATTACHMENT 1

- Directs, plans, organizes, and coordinates all library programs and services, including outreach, reference, children's, technical and circulation services;
- Directs, plans, organizes, and coordinates the operation of parks and recreational programs and facilities;
- Directs, plans, organizes, and coordinates, directly and through subordinate staff, programs designed to ensure that cultural, recreational and community programs meet the needs and interests of the community;
- Oversees the development and management of public relations and outreach programs to stimulate community participation in cultural, recreational and library programs and services;
- Coordinates the development of fund-raising and corporate support programs; coordinates with non-profit foundations to coordinate fund-raising projects and special events; Plans, organizes, directs, and evaluates the performance of subordinate staff managers and their assigned staff as well as coaches for improvement and development;
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies;
- Provides leadership and works with subordinate staff to develop and retain highly competent and customer service-oriented staff through selection, compensation, performance management, evaluation, training, and management practices which support the City's mission and values;
- Directs the development of and monitors performance against the annual department budget;
- Represents the department in employee relations matters, including the meet and confer process and grievance proceedings as needed or directed by the City Manager;
- Prepare and submit technical and special reports; make oral presentations;
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements;
- Advises the City Council, City Manager, and others on departmental issues;
- Conducts and attends meetings as required;
- Attends various City Council, Commission, City staff, board and community meetings as required;
- Work collaboratively with other Departments on mutual projects and issues;
- Participates on internal and external committees, professional groups, work groups, boards, and task forces as appropriate or assigned.
- Responds to citizen inquiries and resolves difficult and sensitive complaints;
- Performs related duties as required.

### **Examples of Duties Related to the Larkspur Library**

- Plan, organize, direct, and coordinate all library programs and services, including outreach, reference, children's, technical, and circulation services.
- Prepare, administer, and monitor library budget; ensure appropriate expenditures of public funds through efficient operations.

## 8.2 ATTACHMENT 1

- Identify sources of revenue and funding, including grants and library collections; direct the identification, submittal, supervision and administration of grant proposals and programs; direct the development of library collections.
- Serve as staff member to the Library Board; work with the Board, local officials, community members, community organizations, and staff to plan and deliver library services and programs.
- Interpret and promote the library, its services and needs, to the public.
- Instill a culture and expectation of superior customer service for all staff.
- Prepare and submit technical and special reports; make oral presentation.
- Serve as board member of MARINet and the North Bay Cooperative Library System.
- Direct the development of technology plans to integrate current and new technology into the delivery of library and information services; ensure MARINet's automation system upgrades and standard system-wide procedures are implemented in the Larkspur Library.
- Prepare, administer, and monitor the library budget; ensure appropriate expenditures of public funds through efficient operations.
- Identify sources of revenue and funding, including grants and library collections; direct the identification, submittal, supervision, and administration of grant proposals and programs; direct the development of library collections.
- Identify and mitigate risk-related issues in the operation of the Library.

### **Examples of Duties Related to the Larkspur Recreation Program**

- Plan, organize, direct and coordinate all recreation programs and services;
- Prepare, administers, and monitor recreation budget, ensure appropriate expenditures of public funds through efficient operations;
- Advises Public Works on the improvement of recreational facilities in City parks;
- Identify sources of revenue and funding consistent with cost-recovery goals established by the City Council and City Manager;
- Serve as a staff member to the Parks and Recreation Commission; work with the Commission, local officials, community members, community organizations, schools, and staff to plan and deliver recreation services and programs;
- Instill a culture and expectation of superior customer service for all staff and volunteers;
- Prepare and submit technical and special reports; make oral presentations.
- Identify and mitigate risk-related issues in the operation of Recreation.

### **REQUIREMENTS**

#### **Knowledge of:**

- Modern library organization and programs appropriate for all segments of the community.
- Comprehensive public library management and administration, including program implementation, collection development plans, circulation operations, automation systems, facilities, equipment, and budget administration.
- Modern recreation practices and management.

- Pertinent federal, state, regional, and local laws and regulations.
- Organizational, administrative, management, and labor relations principles and practices.
- Supervisory techniques, resource allocation, planning and budgeting.
- Sources and methods of funding for public agencies.
- Principles and practices of public administration, including purchasing, preparation and administration of departmental budget.
- Requirements of cultural, recreational, or community service programs and facilities for various age and social groups within the community.
- Methods and techniques to effectively promote community participation in City sponsored activities.
- High quality customer service methodology and principles.
- Hazards and generally accepted safety standards in the operation and maintenance of parks and recreation, cultural, library and community programs.
- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Common risk management practices within a community services department.
- General City operations.

### **Skill and Ability to:**

- Shape, create, and implement the City's vision for cultural, recreation and library services and programs for the future.
- Plan, organize, assign, coordinate and manage the activities of professional and support staff and outside contractors.
- Develop, implement and administer goals, objectives and practices for cultural and recreation activities and programs, operation and maintenance of parks and recreational facilities and the services of the municipal library system.
- Manage available resources to meet service levels and changing public demands.
- Develop community support for cultural, recreational, community and library programs and services.
- Analyze and evaluate statistical data, reports, and complex issues and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; Supervisor, train, coach, mentor and evaluate the work of professional, technical and clerical staff.
- Develop and administer a large departmental budget.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Develop, establish and evaluate policies, procedures and controls related to cultural, library and recreations services and programs.

- Present proposals and recommendations clearly and logically in public meetings.
- Communicate effectively and persuasively both orally and in writing.
- Present proposals and recommendations clearly and logically in public meetings; develop and evaluate management practices and procedures.
- Exercise sound, expert, independent judgment within general policy guidelines.
- Utilize appropriate leadership skills, interpersonal style, and methods of communication to seek wide input before proposing solutions, and utilize those same skills to gain acceptance, cooperation or agreement of a plan, activity, and/or program, or to seek a compromise solution.
- Establish and maintain effective working relationships with the City Council, officials, other department heads, staff, private and community organizations, and others encountered in the course of work.

### **EDUCATION AND/OR EXPERIENCE**

Sufficient experience and education related to the management of a community library or organization offering recreation services to demonstrate the knowledge and skills listed and to perform the essential duties is highly desirable. A typical way of obtaining the required qualifications is:

- Six or more years of professional library experience in public and/or school libraries, including at least two years in a supervisory and administrative capacity, or six or more years of professional recreation services experience in a public environment, including at least two years in a supervisory and administrative capacity.
- Possession of a Master's of Library Science degree from a school accredited by the American Library Association or higher education degree appropriate to the management of an organization offering recreation services.

### **Education and Experience**

*Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the necessary knowledge and abilities is:*

Bachelor's degree in Public or Business Administration, Library Sciences, or Parks or Recreation Management, or relevant to operations specific to the Community Services Department; **and** six (6) years of progressively responsible experience managing or administering cultural, recreational or library programs, services and projects; or managing or administering the maintenance and/or construction of City parks landscaped areas, park equipment and facilities; or managing or administering a major library division, including at least two (2) years of supervisory experience managing subordinate staff.

Master's degree in Public or Business Administration, Master's of Library Science degree from a school accredited by the American Library Association, or relevant to operations specific to the Community Services Department is highly desirable.

**License and/or Certificates**

- Possession of an appropriate valid California driver's license.
- Possession of valid CPR and First Aid certificates within three months of appointment.

**Special Requirements**

Be willing and able to work occasional evening, weekends, and holidays as needed for special events, programs and public meetings.

**Additional Responsibilities**

Perform as a designated Disaster Service Worker as needed during emergency situations; respond to emergency call outs for service after hours and on weekends as needed.

**PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities.
- The employee will occasionally be required to climb or balance or crawl.
- While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard and calculator.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.
- The employee may be exposed to dust and/or other allergens.
- The employee may be exposed to outdoor weather conditions and adverse environmental conditions.
- The employee is occasionally exposed to moving mechanical parts and occasionally works with use of a City vehicle.
- The noise level in the work environment is occasionally loud.

**OTHER:**

*FLSA Status: Exempt - Executive*  
*Bargaining Unit: Unrepresented Management*  
*Approved by: City Manager Dan Schwarz*  
*Established/Revised Date:*