CITY OF SOUTHLAKE
invites applications for the position of:

Deputy Director of Community Services

SALARY: Depends on Qualifications

OPENING DATE: 06/13/14

CLOSING DATE: 07/10/14 08:00 PM

DESCRIPTION:

The purpose of this position is to assist in the planning, direction, oversight and management of assigned divisions within the Community Services Department. This is accomplished by providing highly responsible and complex executive level support to the Director of Community Services in managing the needs of Southlake citizens as it relates to Parks, Recreation, Seniors, Library, and Community programs, events and services.

ESSENTIAL FUNCTIONS:

- Assume full management responsibility for all services and operations of assigned divisions of the Community Services Department. This includes development, implementation, and oversight of comprehensive projects and programs related to departmental administration, parks and recreation services, library services, senior services, capital projects management, and other related programs.
- Direct, manage, and actively participate in the development and implementation of departmental strategy map, goals, initiatives, objectives, policies and priorities for each assigned service and/or operational area; oversee the development and implementation of policies and plans related to departmental services and operations.
- Participate in the development and administration of the departmental budget; forecast funds needed for appropriate staff levels, equipment, materials and supplies; make recommendations on expenditures; and implement budgetary adjustments as appropriate and necessary.
- Plan, direct and execute, through subordinate level management staff, the department's annual work plan initiatives; ensure the key accountability indicators detailed within the department's scorecard are successfully met; ensure successful execution of services for all assigned projects and program areas of responsibility; review and evaluate work methods, policies and procedures; meet with key staff to identify and resolve problems.
- Provide assistance to the Director of Community Services, City Manager, Assistant City Manager and/or other executive staff, City Council and board members; participate in a variety of boards, commissions and committees; attend City Council and other meetings after normal business hours; prepare and present staff reports and other necessary correspondence to various audiences; and represent the Community Services department at community functions.
- Recruit, select, train, manage, motivate and evaluate assigned personnel; work with employees to correct deficiencies; review work for quality; and administer discipline and terminations as necessary.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a

Bachelor's degree-level of study. A Bachelor's degree in Public Administration, Parks and Recreation Management, Business Administration, Library and Information Studies, Kinesiology or similar field is required.

A Master's degree in Public Administration, Parks and Recreation Management, or Business Administration is desired.

Experience:
Three (3) years of highly responsible management experience is required. Five (5) years of municipal and/or private sector experience in parks and recreation, leisure and community services, parks development, library services, and/or related field is required.

Certificates & Other Requirements:

- Possession of, or ability to obtain, a valid Texas Driver's License;
- Must be available to work evenings, weekends and holidays.
- Must be available to attend City Council and board meetings.

ADDITIONAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.cityofsouthlakejobs.com

1400 Main Street, Suite 260
Southlake, TX 76092
817-748-8064

hr@ci.southlake.tx.us

Position #2014000012
DEPUTY DIRECTOR OF COMMUNITY SERVICES
LT