

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

COMMUNITY SERVICES SUPERVISOR

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	12/12/2018
Classification Series:	Field Services	Approved by City Council:	01/15/2019
FLSA Status:	Non- Exempt	Resolution No.:	2019-01

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, to plan, organize, develop, monitor and supervise the City’s community services related activities and programs.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- In assigned program areas, assists the Director of Parks & Recreation in planning and implementing community services programs;
- Promotes community participation, information and cooperation in implementing social programs;
- Coordinates with other agencies to develop, evaluate and promote special services for youths and senior citizens;
- Provides leadership, supervision and direction for Senior Citizens programs and activities at the Community Center;
- Interacts with youth, monitors juvenile delinquency, and develops delinquency prevention programs, as well as outreach strategies for youth at risk;
- Provides the direct service or acts as a resource/referral service for youth;
- Develops and monitors the year round after-school services for youth;
- Organizes and implements new citizenship development programs;
- Coordinates and promotes job training, job development and placement contacts for youth;
- Compiles and maintains a human resources directory of services;
- Establishes networks and contacts with service providers;
- Researches consumer and health-related resources for residents;
- Develops private sector cooperation and support;
- Participates with the Parks and Recreation management team in goal setting and problem solving and responds to duties and responsibilities which may be assigned from time to time;
- Assists in budget preparation; and
- Performs other related duties as assigned or as the situation requires.

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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices needed in designing and directing community service programs; and
- Principles and practices of supervision, program promotion and advertising.

Skills:

- Evaluating the measurable results of programs and services;
- Planning, supervising and evaluating the work of others as related to community service programs;
- Possess skills to word process general correspondence, spread sheet, and reports using a personal computer and software application; and
- Operate equipment necessary to performed assigned duties.

Ability to:

- Work effectively with a multi-ethnic community;
- Supervise others;
- Communicate effectively orally and in writing;
- Establish and maintain effective communications with other City department employees, officials, groups and other levels of government;
- Write and speak Spanish (desirable); and
- Operate a computer (highly desirable).

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination).

Experience:

- A minimum of three years of professional experience in community services, including one year in a supervisorial capacity, is required.

License:

- A valid California Class C Driver’s License and a satisfactory driving record.

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Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employee who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.