

Taylor County Board of County Commissioners

JOB TITLE: Community Services Director

Non-exempt as of	March 2018	UNION (Y/N):	No
Pay Grade 250	43,763-63,457 Annually		
LOCATION:	Public Library	DEPARTMENT:	Community Services
DATE:	02/28/2018		
APPROVED BY:	BCC		
DATE:	March 2018		

THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS

SUMMARY:

This is a high visibility position responsible for the administration and management of Community Services to include the Library, County Boat Ramps and, Parks and Recreation. The Community Services Director actively supports and upholds the stated mission and values of the Taylor County Board of County Commissioners. The Director oversees the day to day operations of the Library, County Boat Ramps, and Parks and Recreation. This position is responsible for facilities management duties, as well as, the training, supervision and evaluation of all assigned employees.

ESSENTIAL/SPECIFIC DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Acts as a liaison to establish and maintain relationships with other organizations to meet community needs and ensure services are not duplicated.
- Conducts regular inspections of County Parks and Boat Ramps and schedule needed repairs and maintenance.
- Coordinate with Sheriff's department regarding officers hired to work boat ramps in the summer and needed security at parks.
- Supervises Recreation Coordinator and Sports Complex activities.
- Works to promote the sports complex to groups who wish to do tournaments.
- Works with Recreation director and County staff to ensure proper maintenance of the sports complex.
- Develop creative uses for properties that will enhance county operations.
- Provide regular reports to the Board and Administration of Park usage and activities.
- Develops and supervises budgets for parks, library and boat ramps.
- Manage all County Board rental facilities (Community Centers etc)
- Provides management of assistance for scheduled county events.
- Coordinate with other agencies when county resources are needed for events.
- Works with County department to recruit volunteers when needed.
- Act as a rental agent for County properties and maintain calendar of availabilities.
- Develop and implement standard rental agreements and procedures.
- Responsible for staffing and services provided by the Public Library, Sports and Recreation, and County Boat Ramps.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/ or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of personnel principles and budgeting is required.
- The ability to train, motivate, schedule and discipline staff.
- The ability to delegate, evaluate work, redistribute workloads, and prioritize work of subordinates.
- Thorough knowledge of the use of computers, Microsoft Office, Excel, PowerPoint, Word, Outlook and all other internet based software is required.
- Must have the ability to be professional and courteous to the public at all times.
- Ability to develop and maintain positive community relationships is a must.

EDUCATION AND/OR EXPERIENCE:

Position requires a high school diploma or GED and 5 years of professional, high level administrative experience in payroll, purchasing, planning, personnel and marketing. An AA Degree or Community Liaison experience is preferred. Must have a strong command of the English language in both written and verbal forms.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to stand, walk, sit, reach, stoop, kneel and frequently use hands and fingers.
- Must be able to talk, hear, speak, and understand.
- Must be able to sit for extended periods.
- Must be able to drive an automobile.
- Must be able to manipulate computers, books, and office equipment.

WORK ENVIRONMENT:

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

- Noise levels are usually quiet.
- Job requires working in an office environment.
- Meet and greet visitors and members of the community on a daily basis.