

Community Services Director

(Starting Salary \$52,500 - \$57,500)

Closing Date for Applications is September 11, 2015

FLSA Status: *Exempt*

GENERAL DEFINITION OF WORK

Performs difficult professional work planning, developing, coordinating and directing a broad program of community services and events; also performs related work as required. Work is performed under the general limited direction of the Town Manager. Leadership is provided to volunteers. Requires flexibility in work schedule.

ESSENTIAL FUNCTIONS

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Plans, organizes and executes Town educational, recreational and social events and programs for youth, adults and senior citizens.

Develops proposed departmental budget, implements approved budget and monitors expenditures throughout the year.

Plans, organizes and directs the Town Community Center, including scheduling events and making necessary logistical arrangements.

Establishes relationships with community business persons and utilizes network to secure support for Town programs.

Provides administrative and program support to Town Manager, and under his direction to the Mayor and Town Council.

Recruits, trains, schedules, coordinates and supervises volunteers.

Prepares departmental reports.

Researches grant opportunities, submits and follows up with grant applications.

Creates and distributes quarterly Town newsletter.

Maintains records and files for all department activities.

Performs other duties and related tasks as assigned.

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

March 2015

Dumfries, Virginia

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of community needs and desires; thorough knowledge of the principles and practices of recreation services and of the appropriate methods and procedures involved; thorough knowledge of special event planning; ability to plan, organize, budget and execute effective community service programs; ability to plan and supervise the work of volunteer staff; ability to present ideas clearly and effectively both orally and in writing; ability to research grant opportunities and submit and follow up with grant applications; ability to operate standard office equipment; ability to establish and maintain effective and positive working relationships with associates, Town officials, elected officials, citizens and the general public.

EDUCATION AND EXPERIENCE

Bachelor's degree and considerable experience in program management and event planning or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

This works requires frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently standing, walking and lifting and occasionally requires using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and repetitive motions; work requires close vision and distance vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

APPLICATION PROCESS

Interested applicants must submit a cover letter and resume along with a completed Town of Dumfries Employment Application to the attention of the Dumfries Town Manager, 17755 Main Street, Dumfries, Virginia 22026, or through email attachments to dtaber@dumfriesva.gov no later than the close of business on September 11, 2015.

SPECIAL REQUIREMENTS

Possession of an appropriate driver's license valid in the Commonwealth of Virginia and pass a DMV Record Check and Criminal Background Check.