



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Class Specification and Adjustment of the Control Point for Community Center Director

MEETING DATE: September 4, 1996

SUBMITTED BY: City Manager

RECOMMENDED ACTION: To approve the class specification and adjustment of the Control Point for Community Center Director.

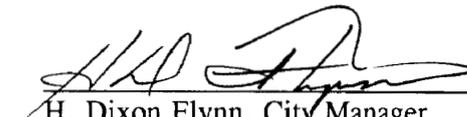
BACKGROUND INFORMATION: The position of Community Center Director has not had a class specification developed. The specification provides a general description of the responsibilities of this management position. It is recommended to approve the class specification attached.

There are no comparable positions among Lodi's survey cities. However based upon positions which perform similar duties, it is recommended to adjust the control point to \$56,244.

COST: The cost is subject to City Manager discretion in assigning a salary to the incumbent. The Community Center Director's current salary is \$56,244.

FUNDING: General Fund.

Respectfully submitted,



H. Dixon Flynn, City Manager

Prepared by Marlon Robbins, Human Resources Analyst II

cc: Community Center Director

APPROVED: _____


H. Dixon Flynn -- City Manager

RESOLUTION NO. 96-123

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION AND ADJUSTMENT TO THE
CONTROL POINT FOR THE COMMUNITY CENTER DIRECTOR

BE IT RESOLVED that the Lodi City Council does hereby approve the Class Specification for the Community Center Director as shown Exhibit A attached and made a part of this Resolution; and

FURTHER RESOLVED, that the Lodi City Council does hereby approve an adjustment to the control point for the Community Center Director to \$56,244.00.

Dated: September 4, 1996

I hereby certify that Resolution No. 96-123 was passed and adopted by the City Council of the City of Lodi in a regular meeting held September 4, 1996 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock
and Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk

COMMUNITY CENTER DIRECTOR

DEFINITION:

Under administrative direction, performs a diverse range of activities associated with the development and implementation of comprehensive programs for the operations of the City's Community Center; provides professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with citizen groups, official bodies and other agencies; serves on behalf of the City Council as liaison and coordinator to appointed commissions; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is a department head position reporting to the City Manager with responsibility for policy development, program planning, fiscal management, administration and operation of the Community Center. The incumbent is responsible for accomplishing both departmental objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Serves as liaison for the City Council, council-appointed commissions, and community groups in the development and implementation of community social and cultural programs and events.

Coordinates Community Center programs and activities; markets, monitors and schedules rental facilities at the Community Center.

Develops, directs, organizes and maintains a successful fund development program; coordinates and produces major fund raising and community awareness campaigns in behalf of the Community Center and related programs.

Evaluates programs and maintains records.

Maintains a strong relationship with the regional media(s); compiles materials and prepares and/or assists in the preparation of reports, manuals, publications and news releases.

Researches, develops, reviews and prepares grant applications including monitoring existing programs for compliance with regulations.

Represents the City in community and professional meetings as required.

Supervises and evaluates subordinate personnel; recruits, supervises and coordinates the work of volunteers.

Works with administrative and departmental personnel on significant, specialized projects.

Prepares and monitors Community Center budget and administration.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of program planning and implementation.
Basic administrative processes such as purchasing, inventory control and scheduling.
Fund raising techniques.
Principles and practices of supervision.
Techniques of public relations and marketing.

Ability to:

Establish and maintain effective cooperative relationships with those contacted during the course of work.
Administer a variety of programs and special projects.
Communicate clearly and concisely both orally and in writing.
Make effective public presentations.
Coordinate major fund raising campaigns.
Exercise initiative and creativity while working independently.
Plan, organize and prioritize workload for effective and efficient use of time.
Select, motivate, train, coordinate and evaluate subordinate staff and volunteers.
Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
Prepare clear and concise reports, correspondence and other written materials.
Exercise sound independent judgment within general policy and administrative guidelines.
work successfully with volunteers and community groups.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor of Arts degree from an accredited college or university with major coursework in community service, public affairs, communications, management or a closely related field.

Experience:

Four years of responsible experience in the development and implementation of effective social and cultural community oriented programs.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.