



City of Aurora JOB DESCRIPTION

TITLE: DIRECTOR OF COMMUNITY SERVICES
DEPARTMENT: Community Services
LABOR GROUP/PAY PLAN: Executive Pay Plan
LOCATION: Community Services

JOB CODE: 25266
SALARY GRADE: E17
FLSA STATUS: Exempt
EFFECTIVE: 7/11/2024

Definition

Under the general direction of the Chief Community Services Officer, the Director of Community Services will help plan, direct, and supervise the work of staff within the divisions of Community Development, Innovation, Grand Army of the Republic (GAR), Public Art, Senior & Disabilities Services, Youth Services, and Grants. The division's core functions relate to enhancing the quality of life for the community.

Physical Demands and Equipment

The position requires the use of various office equipment including a computer, telephone, copy machine, and fax machine. Normal office environment where there is no physical discomfort or exposure to hazards. Operation of a motorized vehicle is also required.

Essential Functions of the Job

1. Provide oversight of external plans to engage a diverse constituency of community groups and stakeholders while building support and awareness of City objectives.
2. Direct and supervise the work of staff within the divisions of Community Development, Innovation, Grand Army of the Republic (GAR), Public Art, Senior & Disabilities Services, Youth Services and Grants.
3. Provide oversight for the preparation of divisional budgets and assist with the preparation of the department budget.
4. Develop roles, goals, and expectations of the City's overall community services function.
5. Attend City Council or committee meetings and provide presentations, as necessary.
6. Develop and provide quarterly or annual reports to keep city officials informed on departmental and divisional accomplishments and community needs.
7. Assist with the marketing of community services programs to residents. Coordinate the dissemination of information on community services programs, services offered, and policies throughout the community.
8. Provide oversight of community services events to ensure a city presence at community meetings and events.
9. Provide oversight of activities and serve as a liaison to address matters related to public safety

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and community concerns.

10. Provide recommendations regarding appointments to the City's various Boards and Commissions.
11. Assign duties and supervise subordinates in the planning and execution of various initiatives.
12. Represent the City at various meetings in the community.
13. Provide oversight and collaboration with the grant manager to streamline all aspects of the grant process.
14. Serve as the lead for the Community Services Department in the implementation of the grant management software.
15. Perform other duties as required or assigned.

Required Knowledge and Abilities

- Requires extensive knowledge of relevant Federal, State, and local regulations.
- Requires the ability to acquire a working knowledge of the rules and regulations governing the City of Aurora.
- Requires working knowledge of program development, implementation, and evaluation.
- Requires a working knowledge of civic engagement and outreach strategies.
- Requires the ability to work independently.
- Requires ability to establish and maintain effective working relations with municipal employees, officials, and the general public.
- Requires excellent interpersonal skills in dealing with various groups.
- Requires excellent oral and written communication and public relations skills.

Qualifications for Hire

- Requires a bachelor's degree in public administration, urban planning, human services, or related field.
- Requires a minimum of three (3) years of experience in Community Development, Community Services, or related field.
- Requires a minimum of six (6) years supervisory experience
- Requires a valid driver's license.
- Bilingual ability, Spanish is preferred.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific

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statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION ACKNOWLEDGEMENT

I, _____, acknowledge that I have received a copy of my job description. The description of **Error! Reference source not found.** describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the 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 by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

Applicant/Employee Signature

Date