

## **CITY OF BURBANK**

### **DEPUTY DIRECTOR OF PARKS & RECREATION - SENIOR & HUMAN SERVICES**

#### **DEFINITION**

Subject to administrative determination of policy, to plan, organize, lead, and control the work of the Senior and Human Services Division of the Parks & Recreation Department in providing the senior and human services programs of the City; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Responsible for planning and implementing broad, comprehensive programs in the area of senior services and human services, including but not limited to social activities and services, nutrition, volunteer programs, transportation, child care, and services for the disabled; evaluates the relationship between needs and resources, and adjusts programs and personnel accordingly; supervises, trains, evaluates and develops employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including terminations; prepares and administers the human services section and grant budgets; meets with community groups to explain programs and create interest in the City's senior and human services programs; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - senior and human services programs and administration philosophies, concepts, methods, and techniques; the principles and practices of sound personnel management and supervision; the field of management and grantsmanship.
- Ability to - apply such knowledge to the planning of a sizeable overall senior and human services program; coordinate the planning and administration of the programs with the Parks and Recreation Division and other City departments, and with other public agencies, groups, or organizations; analyze and implement programs to meet the needs and demands of the community for senior and human service programs; supervise and develop employees; prepare and present effective written and oral communications; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to four years of recent, full-time management and/or supervisory experience, of which at least three years must have included the responsibility of planning, developing, and administering a major phase of senior or human services program. Graduation from an accredited college or university with a major in social service, recreation or closely related field is preferred. NOTE: A Master's degree in social service, recreation or public administration may be substituted for one year of the required experience.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.