



## **Community Services Manager**

**\$7,682 – \$9,337 monthly**  
***(Open Recruitment)***

### **The Opportunity & Ideal Candidate:**

The City of San Gabriel is seeking a Community Services Manager who is a strong leader with a proven ability to work effectively within a diverse community. We are looking for a highly motivated individual with a strong work ethic and the ability to effectively supervise assigned personnel, motivate employees, and foster a supportive, empowering team environment. A self-starter, who encourages a high level of productivity, the effective Community Services Manager possesses excellent analytical and interpersonal skills. This individual communicates well with staff, city leadership, residents and representatives from community organizations and agencies.

### **Position Summary:**

Under direct supervision of the Community Services Director, the Community Services Manager plans, organizes, coordinates, and manages the administrative unit of the Community Services Department, including supervision and evaluation of assigned staff; implements and oversees a variety of services and operational activities; develops, recommends and manages the department budget; develops the agenda and serves as liaison to the Community Services Commission; produces complex documents, including staff reports and makes presentations to the City Council; administers grants and/or agreements; compiles and analyzes data for various programs and projects; develops and implements department/city policies and procedures; identifies emerging trends, needs and services; serves as Acting Community Services Director in the Directors absences: and other duties as assigned.

### **Minimum Qualifications:**

Any combinations of experience may be considered. A typical way to obtain the knowledge, skills, and abilities would be a bachelor's degree in recreation, leisure programs, public administration, or closely related field, and a minimum of five years of progressively responsible experience in municipal organization, with two years of supervisory or lead experience. Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record is required. Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop and walk for prolonged periods of time; and get from one location to another in the course of doing business.

## Benefits:

The City of San Gabriel offers the following benefits package:

- Participation in the CalPERS Retirement System: 2% @ 60 for “classic” CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution (up to \$1,568 per month) toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs, through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.
- Choice of enrollment in Deferred Compensation (457) Programs.
- Optional enrollment in Supplemental Insurance Programs.
- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Payment of retiree (and family) health insurance per established vesting schedule.
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

### Leaves:

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year
- 104 hours of holidays per year
- 40 hours of administrative leave per year

### Annual Cash Out Programs:

- Sick Leave Buy Back allows a cash-out of up to 50% of unused sick leave accrued in the preceding 12-month period between November and October.
- Vacation Buy Back allows a cash-out of up to 40 hours of unused vacation per year.
- Holiday Buy Back program allows a cash-out of up to 8 hours of unused holiday hours per year.

## Application Procedure:

Candidates must submit a completed City of San Gabriel application, résumé, and cover letter directed to Community Services & Mission Playhouse Director, Rebecca Perez, online at [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **All application materials must be submitted online by 5:00 p.m. on Thursday, February 14, 2019.** *Faxed, emailed, or hard copies of application materials are not accepted.* Any inquiries should be made directly to the Human Resources Department.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.*

---

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.  
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

---