



## **COMMUNITY SERVICES DIRECTOR**

### ***The City of Selma...***

Selma is located in the heart of the richest raisin producing area of the world, on Freeway 99, just 15 miles south of Fresno. With an expanding population of over 25,000, Selma operates under the City Council/City Manager form of government. There are approximately 151 full time City employees and a 2022-2023 budget totaling over \$21 million. The City is experiencing continued growth and is now the third largest city in Fresno County. Selma is also among the sales tax revenue leaders in the county.

Located in the center of the San Joaquin Valley, Selma is half way between San Francisco and Los Angeles. To the east are three national parks in the Sierra Nevada mountains and to the west lies the Pacific Ocean and central coast vacation areas.

### ***The Position...***

The Community Services Director is responsible for planning, organizing the City's recreational, cultural and community service program and activities. The divisions that comprise the Community Services Department. This position has overall administrative responsibility for the City's parks, recreation, nutrition, cultural, Senior Center, and Selma Arts Center Program. Serves as secretary to the Recreation Commission, Pioneer Village Commission, and Selma Arts Council, preparing agenda, minutes and reports and informing the Commission of departmental programs and activities. In addition, the Community Services Director, prepares budget estimates and assures and makes recommendations to the City Manager. Recreation is staffed by two Recreation Supervisors, and five part-time Recreation Assistants. This division coordinates and works with a variety of community groups in the presentation of special events. The Community Services Director works under the direction of the City Manager.

### ***Preferred Minimum Qualifications...***

- Any combination equivalent to graduation from an accredited college or university in parks and recreation, public administration or closely related field and four (4) years of increasingly responsible experience in the development and administration of parks and recreation programs or a related field; and
- Two years supervisory experience.

### ***License Requirement***

Possession of a valid California driver's license and a good driving record are required.

### ***Expertise***

The progressive and proactive attitudes surrounding community service efforts of the City of Selma requires expertise in the following areas: concepts, objectives and requirements of a recreational, cultural and community service program for both children and adults; principles and procedures used in developing and administering a coordinated community recreation program; a team builder who empowers staff and encourages professional growth; Communication skills in both written and verbal forms; Listening and problem solving skills; Active team participation with other City department and public and private organizations.

### ***Compensation***

Salary: \$94,428.60 - \$118,425.12 annually

**Public Employees Retirement System:**

The City is a member of the California Public Employees' Retirement System. Employees hired on or prior to December 31, 2012 currently contribute 8% of the "employee's share" for the 2.7% @ 55 Retirement Plan (integrated with Social Security). Employees hired on or after January 1, 2013 who are considered a new member of CalPERS per PEPRAs regulations, will contribute 50% of the "total cost" for the 2% @ 62 Retirement Plan (integrated with Social Security). Participation is mandatory.

**Social Security:** Employer/Employees pay into the Social Security system through payroll deduction.

**Insurance:**

The City provides health, vision and dental insurance for the employee and the employee's qualified dependents. The City also provides \$100,000 life insurance coverage for the employee, as well as long term disability coverage. Some plans do require a minimal contribution by the employee.

**Deferred Compensation Program:**

A deferred compensation program through Fidelity and ICMA are available to all employees. The Community Services Director may voluntarily participate in a tax-deferred retirement plan, which allows employees to defer a part of their wages and at the same time, lower their state and federal income taxes. City contributions may be provided for the Community Services Director up to \$2,100.

**Holidays:**

The City observes 13 holidays per year, including a floating holiday for the employee's birthday.

**Vacation:**

Vacation Leave begins at 12 days annually, increasing to 24 days based on years of service.

**Sick Leave:**

Sick leave is accrued at 12 days per year

**Stipends:** A vehicle stipend of \$5,000 per year is provided for the Community Service Director.

**Selection Process.**

*Résumés will be reviewed and evaluated and those candidates who appear to be the best qualified will be invited to participate in the interview selection process.*

**To Apply...**

Applicants must submit an application and résumé including education, experience, and qualifications, no later than Tuesday, July 05, 2022 to: CITY OF SELMA HUMAN RESOURCES 1710 Tucker Street, Selma, CA 93662. (559) 891-2200. EOE.

*The provisions of this announcement do not constitute an expressed or implied contract and any provision in this announcement may be modified or revoked without notice.*