

# The City of Aliso Viejo

*Invites your interest for the position of*



## Director of Community Services

## ***The Community and Organization***

The City of Aliso Viejo was incorporated July 1, 2001. As a relatively new City, there are many challenges, but great opportunities to work and grow in a fast-paced environment with a dynamic and action-oriented management team. The current population of Aliso Viejo is 45,249. The community is situated in southern Orange County, approximately 50 miles southeast of Los Angeles and 2.7 miles inland of the Pacific Ocean. The City has become home to many leading businesses and commercial centers. In addition, the City has excellent educational opportunities and is home of Soka University. Although a "contract city," the City of Aliso Viejo provides a full range of services for its citizens including police, fire, paramedic, library, recreation and parks, planning and development, street improvements and lighting, and general administration.

The Community Services Department provides a variety of recreational, cultural and educational opportunities to the community. The department provides oversight of the use and maintenance of the Aliso Viejo Conference and Aquatic Center, Aliso Viejo Ranch, Iglesia Park and Family Resource Center. The Director of Community Services supervises a Community Services Coordinator, part-time Community Services Specialist, contract staff and volunteers. The department also provides service through collaborative partnerships within the community.

## ***Duties and Responsibilities***

- Plans, organizes, and manages community programs that are designed to meet the community's needs for recreation and human services, including social services programs, sports activities, youth, adult, and senior services, cultural arts, recreational classes, and special events.
- Plans, organizes, and manages City sponsored special events and coordinates City participation in special events sponsored by community organizations.
- Develops and evaluates the effectiveness of departmental plans, policies, and procedures.
- Oversees the work of regular staff, part-time personnel, contract staff and volunteers.
- Works with the General Manager to oversee the operation and maintenance of the Conference and Aquatic Centers.
- Manages professional services contracts and facility service agreements; evaluates proposals and recommends contracts to be awarded.
- Manages departmental operating and capital improvement budgets, including revenues derived from user fees, general fund allocations, donations, and grant monies.
- Advises and supports the City Manager's Office, City Council, and various committees.
- Attends City Council meetings as needed.
- Meets with community groups, business representatives, and advisory committees to plan community services functions; serves as staff liaison to standing and ad-hoc committees.



## ***Duties and Responsibilities (continued)***

- Oversees the City's marketing and community outreach program with oversight for design and development of educational and promotional materials, brochures, and directories.
- Supervises Public Information Consultant.
- Reviews, edits, and approves press releases and provides direction relating to new articles.
- Manages content for City website.
- Oversees creation, production and distribution of citywide newsletter.
- Oversees recreation and Family Resource Center programs offered at the Iglesia Park Community Center.



## ***Education and Experience***

A minimum of seven years of increasingly responsible community services, parks and recreation experience, including two or more years of supervisory experience. A Bachelor's Degree in leisure services, recreation, public administration or related field. A Master's Degree in leisure services, recreation or public administration is desirable.

## ***Compensation and Benefits***

A salary range of \$7,817 - \$11,726 per month. The City of Aliso Viejo uses a progressive "Pay-for-Performance" compensation system that allows employees the opportunity to make higher rates of compensation than otherwise provided in a traditional 5-step merit system. Employees can be hired at any point in the compensation range, up to the control point. Each year, employees are rated and compensation may be increased in accordance with their rating and the changes in the Consumer Price Index. Employees do not "top-out" as in traditional step systems, but are awarded lump-sum performance awards when they reach the top of their range. All employees in the City of Aliso Viejo are employed "at-will". The City of Aliso Viejo provides an array of benefits to employees in addition to maintaining competitive salaries. The following is a partial list of benefits:

**Work Schedule** - City operates on a 9/80 work schedule, with every other Friday off.

**Retirement Benefits** - City participates in the California Public Employees' Retirement System (CalPERS), with the City paying the employee's share of the **2% @ 55** retirement benefit.

**Annual Leave** - Employees earn **176 hours** of annual leave per year, after completion of an Orientation Period. Additional hours of annual leave and maximum accrual amounts increase based upon number of years of service. The City also allows an annual cash payout of accrued leave in the amount **40 hours** for 1-5 years of service and **80 hours** for 6+ years of service.

**Holidays** - City observes **10** paid fixed holidays and provides **1** paid floating holiday annually.

**Cafeteria Benefits Plan** - City pays **\$1,340.72 per month**, which can be applied towards medical, dental or vision insurance, or other benefits offered on a pre-tax basis through the City's Section 125 Cafeteria Plan. Medical, dental and vision insurance plans are available to part-time employees on a pro-rata basis. A variety of medical insurance plans through the CalPERS Health Benefits program are available.

**Other Benefits** - In addition, the City provides life and long term disability insurance. An optional Deferred Compensation program, Flexible Spending Accounts and Credit Union membership are also available to employees.

## ***Selection Process***

City of Aliso Viejo applications are required and can be obtained from the Human Resources Department, 12 Journey, Suite 100, Aliso Viejo, CA 92656, or by calling (949) 425-2511 or by visiting our website at **[www.cityofaliso Viejo.com](http://www.cityofaliso Viejo.com)**. The Human Resources Department must receive completed applications by **August 19, 2010 at 5:00 p.m.** to be eligible for consideration. Neither postmarks nor facsimiles will be accepted. Resumes will not, nor will references to a resume, be accepted in lieu of a completed City application.

**An Eligibility List** containing names of successful candidates will be compiled based on the results of the application process. Unless exhausted or canceled sooner, eligibility lists are valid for a period of up to one year.

**A Medical Examination, Police Records Check, and Background Investigation** may be required of all prospective employees. An **Orientation Period** of six months must be completed by each employee. All employees of the City of Aliso Viejo are employed **At-Will**.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The types and levels of employee benefits provided, including City contributions toward benefit costs, are subject to change.