



City of Bell

DIRECTOR OF COMMUNITY SERVICES



The Candidate

A sense of civic engagement and a strong sense of public service will serve the candidate well. The new Director will implement the City's Strategic Plan goals as they relate to Park Improvement Projects and long-term plans for the Recreation Programs in the City.

Learn more within.

Open until position is filled- first review 12/19/2022

The Position

DIRECTOR OF COMMUNITY SERVICES

OUR COMMUNITY

The City of Bell is a warm and friendly community composed of young families, small businesses, strong commercial corridor (Atlantic Avenue and Gage Avenue) and an industrial district located on the east bank of the Los Angeles River in southeast Los Angeles County. Bell is known as the key to industry, given it is located in the heart of the central Los Angeles industrial market.

It's convenient location and close proximity to transportation corridors including Interstate 5 (Santa Ana Freeway), Interstate 710 (Long Beach Freeway) and the Union Pacific Railroad make Bell an ideal venue for business interests. It is only minutes away from Downtown Los Angeles, as well as cultural and sports attractions including Dodger Stadium, Staples Center, and the Walt Disney Concert Hall. Bell is nestled between the San Gabriel Mountains and the port of Long Beach in the Los Angeles basin.

According to the 2020 US Census, the City boasts a population of 33,559 residents, a third of which is under the age of 18. Bell is vibrant community proud of its ethnic diversity with immigrants from throughout Latin America and a growing Lebanese American immigrant community.

If you take a stroll through the city you will find beautiful parks filled with families, tree-lined streets, and lots of unique shops and businesses. Bell is quite proud of the clean and safe community and is a great place to live, work, and play.

OUR ORGANIZATION

The City of Bell Administration, including its department heads and public employees, are under the direction of its City Manager, who reports directly to the five-member Bell City Council. The City Council appoints the City Manager; City Treasurer and the City Clerk. The City currently contracts for legal services. The City of Bell is a Charter City. The City's Charter defines the way the City governs and administers its municipal affairs. The City of Bell's Charter spells out the responsibilities of the City Council, the City Manager, as well as City Officers and Employees. In addition, the Charter details information about Personnel, Fiscal Administration, Elections and other important functions. For a city to be under the rule of a charter, its local electorate must approve the implementation of a charter by way of a vote. In 2005, the City of Bell held a special municipal election to establish Charter rule and replace the former General Law City rule. In 2015 the City's residents voted to amend the City Charter and to create a new Citizen Planning Commission.

THE DEPARTMENT

The Community Services Department encompasses Recreation Division, CSD Administration, Social Services, Futsal Park, Technology Center, Park Facilities Maintenance, Aquatics, Parks Grants, and Transportation. The Director serves as an advisor to the City Manager and City Council; and performs related duties as assigned.



IDEAL CANDIDATE

The ideal candidate will be a dynamic and strategic team-oriented leader who will oversee the City's Recreation and Senior Programs, Special Events and Community newsletter. The ideal candidate will have expertise working in a diverse community. The new Director will build on the work that has been done to modernize and implement best practices throughout the department.

The Director will be required to conduct strategic planning for the department and implement department policies and procedures; develop and manage the department's annual budget; provide highly complex technical and administrative support, and serve as an advisor to the City Manager and City Council; and perform related work as required.

Candidates that stand out will have a strong customer service orientation; be energetic and results-oriented, with the ability to assess business needs, facilitate change, and communicate effectively with staff, executive leadership, elected officials, and the general public. Must possess a proven track record in public sector requirements and protocol to provide vision, and ensure and improve best practices in providing Recreation Services for the City.

KEY ATTRIBUTES & CHARACTERISTICS

- 🔔 Creative and visionary leadership.
- 🔔 Excellent verbal, written, and interpersonal communication skills.
- 🔔 Strong customer service and business acumen, with the ability to carefully evaluate and improve the organization's efficiency, effectiveness, and productivity.
- 🔔 Understand and able to work in a political environment, and be apolitical.
- 🔔 The ability to develop staff, and provide for backup and training opportunities.
- 🔔 Collaborative problem solver; able to form consensus and build a team-oriented working environment.
- 🔔 Must be organized and prepared.
- 🔔 Strong personnel management and employee relations skills; able to delegate authority and responsibility while promoting individual accountability.
- 🔔 Calm under pressure, possessing a positive attitude and a good sense of humor.
- 🔔 An active listener.

MINIMUM REQUIREMENTS

- 🔔 Bachelor's degree in Public Administration or related field is required.
- 🔔 Master's degree preferred.
- 🔔 Seven (7) years of progressively responsible administrative and supervisory management experience in Parks and Recreation programs, social and community services programs, or comparable experience.

One (1) of experience may be credited towards years of experience for a Master's Degree.

SKILLS & KNOWLEDGE

- 🔔 Operational characteristics, services, and activities of a comprehensive Community Services for Youth, Sports, Senior and Community Transit program.
- 🔔 Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- 🔔 Modern and complex principles and practices of Parks and Recreation and community services programs development and administration; Advanced principles and practices of municipal budget preparation and administration.
- 🔔 Principles of supervision, training, and performance evaluation.
- 🔔 Pertinent Federal, State, and local laws, codes, and regulations.

Compensation & Benefits

The City has a comprehensive compensation program. The Annual Base Salary range for the Community Services Director is **\$123,348.72 - \$152,884.18** depending on qualifications, with an excellent benefits package.

BENEFITS INCLUDE:

- Retirement** — 2.7% @ 55 California Public Employees' Retirement System (CalPERS) retirement formula for "classic" employees; 2% @ 62 for non-classic employees
- Medical** — The City participates in the CalPERS health benefits program and life insurance
- Dental** — The City provides coverage through Delta Dental
- Life Insurance** — The City provides a term life insurance policy for employees
- Vision** — The City provides vision insurance through VSP for employees
- Vacation** — Annual accrual 96 hrs (increases w/ years of service)
- Sick Leave** — 96 hrs annually
- Holidays** — 13 days annually

How to Apply

TO BE CONSIDERED FOR THIS OUTSTANDING CAREER OPPORTUNITY, PLEASE SUBMIT YOUR COVER LETTER AND RESUME IMMEDIATELY TO:



TS Talent Solutions
Cathy Thompson, Executive Recruiter
talent@tripepismith.com

After the submission deadline candidates will be screened for qualifications. If you require additional information or have any questions, please contact recruiter Cathy Thompson at (562) 826-3044.

