



City of Bell

DEPUTY DIRECTOR OF COMMUNITY SERVICES



The Candidate

The City of Bell is searching for a Deputy Director of Community Services who has a sense of civic engagement and a strong sense of public service. The new Deputy Director will assist in implementing 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.

Send in your application by Friday, October 13.

The Position

DEPUTY DIRECTOR OF COMMUNITY SERVICES

OUR COMMUNITY

The City of Bell is a warm and friendly community composed of young families, small businesses, small commercial corridors (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.

Its 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 a 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 the Recreation Division, CSD Administration, Social Services, Futsal Park, Technology Center, Park Facilities Maintenance, Aquatics, Parks Grants, and Transportation. The Deputy Director reports to the Director of Community Services and performs related duties as assigned.



IDEAL CANDIDATE

The Deputy Director of Community Services will strategically plan and lead the City's efforts to develop the community service programs. Under direction of the Community Services Director, the Deputy Director will oversee larger park construction plans and take on contracted projects, while also leading the day-to-day operations of the Community Services Department.

The ideal candidate will have a passion for parks and recreation and bring a strong background and understanding of all aspects of community services including special events, seniors and sports programs. The candidate must be ready to hit the ground running and take on grant projects for park construction, take the lead in managing two future larger parks projects for the city, and handle specific projects and operations to support the Director of Community Services.

MEET THE DIRECTOR OF COMMUNITY SERVICES

The Deputy Director of Community Services will work directly under the Community Services Director, Janine Andrade who has been with the City of Bell since March 2023. The new Deputy Director will work closely with Janine, the City Manager and other City departments.

KEY ATTRIBUTES & CHARACTERISTICS

- 🔔 Motivational leader with emphasis on team building and conflict resolution.
- 🔔 Excellent verbal, written and interpersonal communication skills.
- 🔔 Energetic and eager to support staff hands on with a learning mentality.
- 🔔 Collaborative problem solver with strong analytical skills.
- 🔔 Organized and able to monitor work progress while setting priorities.
- 🔔 Representative of the City's interests before other agencies.

MINIMUM REQUIREMENTS

- 🔔 Bachelor's Degree in Public Administration or a related field required; Master's Degree preferred.
- 🔔 Seven years of administrative management experience in Parks and Recreation programs, facility maintenance and operation, or comparable experience.
- 🔔 One year of experience may be credited towards years of experience for a Master's Degree.
- 🔔 Spanish speaking highly preferred.

SKILLS & KNOWLEDGE

- 🔔 Knowledge of comprehensive community service programs that includes parks, recreation, transportation and facility maintenance.
- 🔔 Principles and practices of public administration, strategic plan development and implementation.
- 🔔 Methods and techniques of developing programs that meet the recreational, cultural, human and social needs of the community.
- 🔔 Budget preparation and administration, grants application.
- 🔔 Must understand the social and leisure service needs of the community.
- 🔔 Ability to interpret and apply City and department policies, procedures, rules and regulations.
- 🔔 Previous experience with planning and managing recreation professionals.



Compensation & Benefits

The City has a comprehensive compensation program. The Annual Base Salary range for the Deputy Director of Community Services is **\$107,895.96- \$130,273.08** 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 with 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

Applications are due Friday, October 13.

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

