



Community Center Director

Community Centers

CC/2
Pay Grade: 16

JOB SUMMARY

This position is responsible for directing the operations of an assigned community center.

MAJOR DUTIES

- Coordinates and develops short- and long-range plans for the center.
- Schedules center activities and meetings.
- Coordinates outreach programs to benefit service area community members.
- Coordinates center programming.
- Prepares annual operational budgets for the center; maintains effective systems for accounts, receipts, and expenditures of funds.
- Hires, trains, assigns, directs, schedules, and supervises personnel; evaluates center employees on an annual basis.
- Generates reports, lists or other information from data previously entered in a computer system.
- Responds to after-hours emergencies.
- Attends weekly staff meetings.
- Maintains center inventory; coordinates purchases as needed.
- Tracks weekly, monthly and annual attendance figures.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of supervisory principles and practices.
- Knowledge of community center policies, procedures, goals and objectives.
- Knowledge of budget management principles.

- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and supervisory duties. The variety of duties contributes to the complexity of the position.
- The purpose of this position is to direct the operations of an assigned community center. Successful performance contributes to the efficient and effective delivery of services to area residents.

CONTACTS

- Contacts are typically with coworkers, vendors, representatives of various community agencies, and the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.

- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Must have one to two years' experience or service.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is not covered* under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date