

The City of Aliso Viejo

Invites your interest for the position of



Community Services Manager

Community and Organization

The City of Aliso Viejo was incorporated July 1, 2001. As the newest City in Orange County, there are many 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 50,000. 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 is responsible for implementing community events; coordinating programs and operations with other departments and community groups; overseeing the operation of City facilities including the Aliso Viejo Center, Aquatic Center, Family Resource Center and future development at Aliso Viejo Ranch. The Community Services Department fulfills these responsibilities with the Community Services Manager managing one full-time employee, one part-time employee, contract staff and volunteers.

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, including hiring, work coordination, and performance evaluation processes.
- Works with management staff to oversee the operation and maintenance of the Aliso Viejo Center and Aquatic Center.
- Works with the Public Works Department to develop and maintain community services facilities.
- Manages professional services contracts and facilities services 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; represents the department in policy matters; attends City Council meetings as needed.



Duties and Responsibilities (continued)

- Meets with community groups, business representatives, and advisory committees to plan community services.
- Serves as staff liaison to regular standing and ad-hoc committees; regularly attends local meetings of civic and community groups.
- Oversees the City's marketing and community outreach program with oversight for design and development of educational and promotional materials, brochures, and directories.
- Supervises the Public Information Consultant; reviews, edits, and approves press releases and provides direction relating to new stories.
- Oversees creation, production and distribution of citywide newsletter.
- Oversees Family Resource Center programs offered at the Community Center at Iglesia Park.
- Oversees programs offered upon completion of the future development of Aliso Viejo Ranch.

Key Projects and Programs

- Develop and implement programming at Aliso Viejo Ranch, a historical 7-acre site owned by the City of Aliso Viejo.
- Oversee the management contracts for the Aliso Viejo Center and Aquatic Center to enhance usage and improve financial performance.
- Continued implementation of community events including Founder's Day and Snow Fest.



Education and Experience

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a Bachelor's degree in leisure services, public administration, or related field. A Master's degree in Public Administration or a related field is desirable. Five or more years of professional experience in recreation, parks and community services programs, including recreation services, social services, and facility development, and two or more years in a supervisory capacity; or an equivalent combination of training and experience.

Compensation and Benefits

A salary range of \$77,391 - \$108,347 per year. 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 salary 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. The City operates on a 9/80 work schedule, with every other Friday off.

Retirement Benefits. The City participates in the California Public Employees' Retirement System (CalPERS). "Classic Members" participate in the **2% @ 55** retirement benefit and the City pays the full retirement contribution. "New Members" will participate in the **2% @ 62** retirement benefit and the employee pays a portion of the retirement contribution.

Annual Leave. Employees earn **176 hours** of annual leave per year, after completion of 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. The City observes **10** paid holidays and provides **one** paid floating holiday annually.

Cafeteria Benefits Plan. The City pays **\$1,864.57 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 are available through the CalPERS Health Benefits Program.

Other Benefits. In addition, the City provides life and long-term disability insurance. An optional Deferred Compensation program and Flexible Spending Accounts 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**. The Human Resources Department must receive completed applications by **December 1, 2016 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.