

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Non-Union, Exempt Position</b>	
		<b>DATE OF REVISION</b>	<b>02/09</b>
<b>POSITION</b>	<b>DEPUTY DIRECTOR OF COMMUNITY SERVICES</b>	<b>UNCLASSIFIED</b>	
<b>JOB CODE</b>	<b>43525</b>	<b>GRADE</b>	<b>UDP</b>

**PHYSICAL LOCATION:**

- All areas of the City

**REPORTING RESPONSIBILITIES:**

- Director of Community Services or designee.

**GENERAL FUNCTIONS:**

- Professional, administrative and supervisory work assisting in the direction, coordination and management of all services and programs assigned to the Community Services department including parking meter collections, maintenance of the city cemetery, city facilities and structures, streets, sidewalks, recreational facilities and planning and coordinating manpower for set up and clean up of all special events sponsored by the City. Responsibilities include establishing priorities, providing for the effective utilization of employees, equipment and materials, reviewing work in progress and assuring that projects are completed in accordance with plans, instructions and specifications. Duties require the use of independent judgment in projects. Supervision is exercised directly and through foreman over a varied staff of skilled and unskilled laborers. Incumbent may be appointed to act in the absence of the Director. Considerable independent judgment and initiative in performance of duties.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write speak and understand English in order to perform duties of this description
- Able to work a forty (40) hour work week and additional hours as required.
- Able to use equipment and/or materials as specified in this job description
- Computer literate and keyboard/mouse proficient
- Able to see and hear well enough to perform the duties of this job description
- Able to drive City vehicles in performance of job

**EQUIPMENT TO BE USED:**

- Two-way radio, computer and related software, basic tools and City Vehicles

**ENVIRONMENT:**

- Inside and outside in all types of weather

**PHYSICAL REQUIREMENT:**

- Sitting: 20%
- Standing: 35%
- Climbing: 15%
- Bending: 10%
- Reaching: 10%
- Lifting: 10%

**DUTIES/TASKS/JOBS:**

- Assists with the administration of department programs, plans, schedules and assignment of projects.
- Supervises, coordinates and directs assigned subordinate supervisory personnel in recreation programs, administration, operation, maintenance and security of all parks and recreation facilities, grounds and natural areas.

- Evaluates work of all personnel assigned; including disciplinary issues as required.
- Assists the Director with in the development and implementation of department policy and procedure.
- Assists with the planning, setting of program goals and objectives, administration and coordination of department programs to maximize the use of staff and fiscal resources.
- Responsible for the implementation, supervision, and evaluation of a comprehensive park standards and maintenance program to ensure that City facilities are safe and well-groomed at all times.
- Responsible for the proper training and education of staff.
- Assists with preparation and submission of periodic and special reports as assigned.
- Meets with contractors, vendors and others as required addressing major department issues.
- Oversees and reviews construction, repairs and renovations to City facilities.
- Responds to after hours emergencies and assures that appropriate employees are dispatched to resolve problems.
- Provides for the lay out and installation of sidewalks and streets in conjunction with Engineering Services Department.
- Coordinates with special events personnel to determine necessary manpower needs event clean up, equipment needs, etc.
- As assigned, represents the Director and the department in meetings of the City Commission, advisory boards, neighborhood groups, and other public or private agencies.
- Insures that the public is informed of all available programs and facilities offered by the City to ensure a high quality of life through public speaking, articles, and other media opportunities.
- Assists with the coordination of both operating and capital improvement budgets to provide a comprehensive leisure program and a high standard of maintenance.
- Conducts periodic inspections of all park areas and facilities; observes deficiencies in operation, safety and condition; issues directives to correct deficiencies.
- Reviews job applications, interviews candidates for open department positions and recommends candidates for hire.
- Follows all City and Departmental policies, procedures, rules and regulations.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Knowledge of and ability to prepare short and long range repair and maintenance plans.
- Knowledge of and ability to prepare reports, evaluations, and schedules as necessary, and in preparing budgets.
- Knowledge of the maintenance of related park facilities.
- Considerable knowledge of streets and storm drains within the City, and the problems that are possible with same.
- Considerable knowledge of equipment, materials and supplies required for public works projects.
- Ability to manage coordination of labor, materials and supplies to complete projects on a timely basis, according to plans and specifications.
- Ability to perform long and short range planning.
- Substantial diplomatic skill required to deal credibly and effectively with the public.
- Knowledge of facilities maintenance and emergency maintenance operations.
- Knowledge of the professional principles, methods and procedures of public recreational services and administration.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to plan, direct and coordinate a wide range of departmental programs and facilities.
- Ability to plan, direct and supervise the work of subordinates in a manner conducive to full performance and high morale.
- Ability to create a positive image to the public relative to recreation programs.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials.
- Possession of and ability to maintain Florida driver's license.
- Able to be contacted in a timely and efficient manner.
- Graduation from an accredited college with a major in related field; equivalent combination of education and experience may be substituted as determined by department head.
- Professional certification is highly desirable.
- Thorough supervisory experience in a related or comparable organizational setting.
- Equivalent in education, training and experience may be substituted.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I, \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,  
VETERANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
525 Angela Street, 1<sup>st</sup> floor  
Key West FL 33040  
Office Telephone: (305) 809-3714**