

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session.

**TORRANCE CIVIL SERVICE COMMISSION AGENDA
MONDAY, OCTOBER 6, 2025
SPECIAL MEETING
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER
AT 3031 TORRANCE BL.**

**CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Adelsman, Hamada, Herring, Kartsonis, Kohus, Sasaki,
Chair Lohnes

2. FLAG SALUTE:

3. REPORT OF STAFF ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, October 2, 2025.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS

This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minute per speaker. Speakers please turn off or leave your cellular phone when you come to the podium to speak.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

6A. Approve the Examination for Community Services Director.

Recommendation of the Human Resources Director that your Honorable Body recommend to the City Council to approve conducting the Community Services Director examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

7. ADMINISTRATIVE MATTERS

7A. Approve Revised Class Specification for Community Services Director.

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Community Services Director and forward it to the City Council for approval.

8. HEARINGS

No Business to Consider.

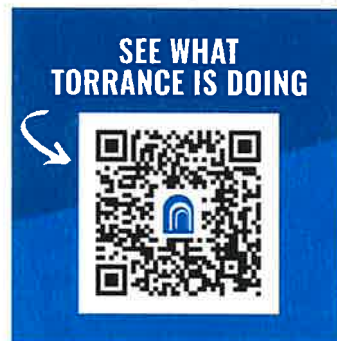
9. CLOSED SESSION

No Business to Consider.

10. COMMISSION ORAL COMMUNICATION

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, October 13, 2025 at 6:00 p.m. in the Council Chamber.



Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR COMMUNITY SERVICES DIRECTOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body recommend to the City Council to approve conducting the Community Services Director examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Community Services Director. The current Community Services Director has announced his intent to retire effective December 2025, creating a need to conduct an examination.

The Human Resources Director is recommending an open examination to expand the pool of Community Services Director candidates to provide the broadest range of candidates who best meet the needs of the City and the Community Services Department. Torrance Municipal Code Section 14.1.29 provides that examinations to fill department head vacancies can be either open or promotional as determined by the City Council after a recommendation by the Civil Service Commission. Both internal and external candidates will be encouraged to apply and participate in the examination process.

Similar to other Department Head examinations, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and Oral Interview (100%).

Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on October 7, 2025, the revised Class Specification will appropriately reflect the position for the examination process.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Kelsie B. Alonzo
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

6A

COMMUNITY SERVICES DIRECTOR

Definition

Under general administrative direction, plans, organizes, directs, and integrates departmental functions which include: cultural and recreation activities and programs; operation and maintenance of parks and recreational facilities; operation of the rangers, animal control and coyote management programs; and the operation of the municipal library system. Represents the Department to City management, the City Council and the community; and performs related work as required.

Distinguishing Characteristics

The Community Services Director is directly responsible to the City Manager for the performance of duties. Distinguished from division managers in that the incumbent is responsible for managing the entire department rather than a specific division or section. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

Supervision Exercised/Received

Receives general administrative direction from the City Manager; exercises direct supervision over division managers, professional, supervisory, and support staff.

Examples of Essential Duties

The following duties represent the principal job duties, however, they are not all inclusive.

- Plans, organizes, directs, and coordinates the overall operations of the Community Services Department through staff including, but not limited to, the operation and maintenance of parks and recreational facilities; programs designed to ensure that cultural, recreational and community programs meet the needs and interests of the Community; and the operations of the rangers, animal control, and coyote management programs
- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives, and work standards.
- With managers, develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council's priorities.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development; establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Provides leadership and works with managers to develop and retain highly competent and customer service-oriented staff through selection, compensation, training, and management practices which support the City's mission and values.
- Oversees the development and management of public relations and outreach programs to stimulate community participation in cultural, recreational, and library programs and services.
- Coordinates the development of fundraising and corporate support programs; coordinates with non-profit foundations to coordinate fundraising projects and special events.

- Builds and maintains collaborative relationships with community partners, organizations, and stakeholders to enhance programs, services, and shared goals.
- Directs the preparation and development of the Department budget; monitors and approves expenditures in accordance with policies of sound fiscal management.
- Represents the department in employee relations matters, including the meet and confer process and grievance proceedings.
- Ensures compliance with City policies, contracts, and ordinances, as well as Federal, State and local mandates.
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements.
- Advises the City Council, City Manager, and others on departmental issues.
- Attends various City Council, Commission, City staff and community meetings as required; prepares agenda items, reports, and recommendations; and makes public presentations.
- Serves on a variety of internal and external committees, boards, and task forces; attends conferences, as appropriate.

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Conducts and/or attends meetings as required.
- Attends and participates in professional group meetings.
- Receives, responds to, and resolves difficult and sensitive inquiries and complaints.
- Performs related duties as required.

Qualification Guidelines

Knowledge of:

- Policies, principles, and practices of public administration, including but not limited to, operations, activities, and evolving trends of a comprehensive Community Services Department.
- Requirements of cultural, recreational or community service programs and facilities for various ages and social groups within the community.
- Principles of landscape and design of public parks and facilities used for recreation.
- State and local laws and ordinances related to animals.
- Library programs appropriate for all segments of the community.
- Management and supervisory principles and practices.
- Methods and techniques to effectively promote community participation in City sponsored activities.
- High quality customer service methodology and principles.
- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration.
- Hazards and generally accepted safety standards in the operation and maintenance of parks.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Principles and practices of budget preparation and administration.
- Project management methods and practices.
- Applicable Federal, State and local regulations.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Core Competencies

- Decision Making – Choosing optimal courses of action in a timely manner.
- Delegating – Sharing responsibility, authority, and accountability.
- Handling Conflict – Managing interpersonally strained situations.
- Influencing – Affecting or changing others' positions and opinions.
- Leadership – Guiding and encouraging others to accomplish a common goal.
- Leveraging Technology – Applying technology for improvements in organizational efficiency and effectiveness.
- Managing Change – Addressing key factors that influence successful organizational change.
- Managing Performance – Ensuring superior individual and group performance.
- Oral & Written Communication – Communicative effectively in dialogue and in writing.
- Organizational Systems Thinking – Comprehending the organization as a system of integrated and interdependent functions.
- Political & Organizational Savvy – Working skillfully with politics, procedures, and protocols across organizational levels and boundaries.
- Presentation Skill – Formally delivering information to groups.
- Professional & Technical Expertise – Applying technical subject matter to the job.
- Professional Impact – Presenting self as a positive representative of the organization.
- Professional Integrity & Ethics – Displaying honesty, adherence to principles, and personal accountability.
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Strategic Perspective – Evaluating immediate actions in context of achieving long range objectives.

License and/or Certificate

Must possess and maintain a valid California Class C Drivers' License.

Education and Experience

Any combination of education and experience that would provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Bachelor's degree in Public or Business Administration, or relevant to operations specific to the Community Services Department; and seven (7) years of progressively responsible experience managing or administering cultural, recreational or library programs, services and projects; or managing or administering the maintenance and/or construction of City parks landscaped areas, park equipment and facilities; or managing or administering a major library division.

Master's degree in Public or Business Administration or relevant to operations specific to the Community Services Department is desirable.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as computers and cellular phones. Tasks require sounds

and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Requires operation of a motor vehicle for site visits and to attend off-site meetings and trainings.

Work may be required on evenings and weekends as needed.

Career Ladder Information

Experience gained in this classification may serve to meet the qualification guidelines for City Manager.

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

**SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR COMMUNITY SERVICES
DIRECTOR**

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Community Services Director and forward it to the City Council for approval.


BACKGROUND/ANALYSIS:

The class specification for Community Services Director was last revised in 2020. Staff reviewed the Community Services Director class specification and determined that changes were necessary to reflect the current functions of the position.

- The **Supervision Exercised/Received, Examples of Essential Duties, Examples of Other Duties, Qualifications Guidelines, License and/or Certificate, and Special Requirements Sections** were revised to reflect the current needs of the position.
- The **Qualification Guidelines Section** was also revised to reflect the necessary competencies of the position. Core competencies are utilized to provide the capabilities, knowledge, skills, and resources that constitute what is needed to be successful in the classification.
- The **Career Ladder Information Section** was added.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Kelsie B. Alonzo
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Revised Class Specification for Community Services Director
B) Existing Class Specification Community Services Director
C) Organizational Chart of the Community Services Department

COMMUNITY SERVICES DIRECTOR

Definition

Under general administrative direction, plans, organizes, directs, and integrates departmental functions which include: cultural and recreation activities and programs; operation and maintenance of parks and recreational facilities; operation of the rangers, animal control and coyote management programs; and the operation of the municipal library system. Represents the Department to City management, the City Council and the community; and performs related work as required.

Distinguishing Characteristics

The Community Services Director is directly responsible to the City Manager for the performance of duties. Distinguished from division managers in that the incumbent is responsible for managing the entire department rather than a specific division or section. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

Supervision Exercised/Received

Receives general administrative direction from the City Manager; exercises direct supervision over division managers, professional, supervisory, and support staff. ~~and supervisory positions, and office support personnel.~~

Examples of Essential Duties

The following duties represent the principal job duties, however, they are not all inclusive.

- Plans, organizes, directs, and coordinates the overall operations of the Community Services Department through staff including, but not limited to, the operation and maintenance of parks and recreational facilities; programs designed to ensure that cultural, recreational and community programs meet the needs and interests of the Community; and the operations of the rangers, animal control, and coyote management programs
- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives, and work standards.
- With managers, develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council's priorities.
- ~~Directs, plans, and organizes, through subordinate staff, the operation and maintenance of parks and recreational facilities.~~
- ~~Directs, plans, and organizes, through subordinate staff, programs designed to ensure that cultural, recreational and community programs meet the needs and interests of the Community.~~
- ~~Directs, plans, and organizes, through subordinate staff, the operations of the rangers, animal control, and coyote management programs.~~
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development; establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.

- Provides leadership and works with managers to develop and retain highly competent and customer service-oriented staff through selection, compensation, training, and management practices which support the City's mission and values.
- Oversees the development and management of public relations and outreach programs to stimulate community participation in cultural, recreational, and library programs and services.
- Coordinates the development of fundraising and corporate support programs; coordinates with non-profit foundations to coordinate fundraising projects and special events.
- Builds and maintains collaborative relationships with community partners, organizations, and stakeholders to enhance programs, services, and shared goals.
- Directs the preparation and development of the Department budget; monitors and approves expenditures in accordance with policies of sound fiscal management. ~~Directs the development of and monitors performance against the annual department budget.~~
- Represents the department in employee relations matters, including the meet and confer process and grievance proceedings.
- Ensures compliance with City policies, contracts, and ordinances, as well as Federal, State and local mandates.
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements.
- Advises the City Council, City Manager, and others on departmental issues.
- Attends various City Council, Commission, City staff and community meetings as required; prepares agenda items, reports, and recommendations; and makes public presentations.
- ~~Participates~~ Serves on a variety of internal and external committees, boards, and task forces; attends conferences, as appropriate.

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Conducts and/or attends meetings as required.
- Attends and participates in professional group meetings.
- Receives, responds to, and resolves difficult and sensitive inquiries and complaints. ~~Responds to citizen inquiries and resolves difficult and sensitive complaints.~~
- Performs related duties as required.

Qualification Guidelines

Knowledge of:

- Policies, principles, and practices of public administration, including but not limited to, operations, activities, and evolving trends of a comprehensive Community Services Department. ~~purchasing, preparation and administration of departmental budget.~~
- Requirements of cultural, recreational or community service programs and facilities for various ages and social groups within the community.
- Principles of landscape and design of public parks and facilities used for recreation.
- State and local laws and ordinances related to animals.
- Library programs appropriate for all segments of the community.
- Management and supervisory principles and practices.
- Methods and techniques to effectively promote community participation in City sponsored activities.
- High quality customer service methodology and principles.

- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration.
- Hazards and generally accepted safety standards in the operation and maintenance of parks.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Principles and practices of budget preparation and administration.
- Project management methods and practices.
- Applicable Federal, State and local regulations.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Core Competencies

- Decision Making – Choosing optimal courses of action in a timely manner.
- Delegating – Sharing responsibility, authority, and accountability.
- Handling Conflict – Managing interpersonally strained situations.
- Influencing – Affecting or changing others' positions and opinions.
- Leadership – Guiding and encouraging others to accomplish a common goal.
- Leveraging Technology – Applying technology for improvements in organizational efficiency and effectiveness.
- Managing Change – Addressing key factors that influence successful organizational change.
- Managing Performance – Ensuring superior individual and group performance.
- Oral & Written Communication – Communicative effectively in dialogue and in writing.
- Organizational Systems Thinking – Comprehending the organization as a system of integrated and interdependent functions.
- Political & Organizational Savvy – Working skillfully with politics, procedures, and protocols across organizational levels and boundaries.
- Presentation Skill – Formally delivering information to groups.
- Professional & Technical Expertise – Applying technical subject matter to the job.
- Professional Impact – Presenting self as a positive representative of the organization.
- Professional Integrity & Ethics – Displaying honesty, adherence to principles, and personal accountability.
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Strategic Perspective – Evaluating immediate actions in context of achieving long range objectives.

Ability to:

- ~~Plan, organize, assign, coordinate and manage the activities of professional and support staff and outside contractors.~~
- ~~Develop, implement and administer goals, objectives and practices for cultural and recreation activities and programs, operation and maintenance of parks and recreational facilities and the services of the municipal library system.~~
- ~~Manage available resources to meet service levels and changing public demands.~~
- ~~Develop community support for cultural, recreational, community and library programs and services.~~
- ~~Analyze complex issues and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.~~
- ~~Develop and administer a large departmental budget.~~
- ~~Develop, understand, interpret laws and execute rules, regulations, policies and procedures.~~

- ~~Interpret and apply Memorandums of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.~~
- ~~Present proposals and recommendations clearly and logically in public meetings.~~
- ~~Communicate effectively orally and in writing.~~
- ~~Present proposals and recommendations clearly and logically in public meetings.~~
- ~~Develop and evaluate management practices and procedures.~~
- ~~Exercise sound, expert, independent judgment within general policy guidelines.~~
- ~~Establish and maintain effective working relationships with the City Council, officials, other department heads, staff, private and community organizations, and others encountered in the course of work.~~

License and/or Certificate

Must possess and maintain a valid California Class C Drivers' License. ~~Possession of an appropriate valid California driver's license.~~

Education and Experience

Any combination of education and experience that would provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Bachelor's degree in Public or Business Administration, or relevant to operations specific to the Community Services Department; and seven (7) years of progressively responsible experience managing or administering cultural, recreational or library programs, services and projects; or managing or administering the maintenance and/or construction of City parks landscaped areas, park equipment and facilities; or managing or administering a major library division.

Master's degree in Public or Business Administration or relevant to operations specific to the Community Services Department is desirable.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as computers and **cellular phones**, ~~calculators~~. Tasks require sounds and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Requires operation of a motor vehicle for site visits and to attend off-site meetings and trainings.

Work may be required on evenings and weekends as needed.

Career Ladder Information

Experience gained in this classification may serve to meet the qualification guidelines for City Manager.



City of Torrance
COMMUNITY SERVICES DIRECTOR

CLASS CODE	9029	SALARY	\$15,663.00 - \$23,872.00 Monthly \$187,956.00 - \$286,464.00 Annually
BARGAINING UNIT	Executive & Management Employees	REVISION DATE	September 14, 2020

DEFINITION

Under general administrative direction, plans, organizes, directs, and integrates departmental functions which include: cultural and recreation activities and programs; operation and maintenance of parks and recreational facilities; operation of the rangers, animal control and coyote management programs; and the operation of the municipal library system. Represents the Department to City management, the City Council and the community; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Community Services Director is directly responsible to the City Manager for the performance of duties. Distinguished from division managers in that the incumbent is responsible for managing the entire department rather than a specific division or section. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

Receives general administrative direction from the City Manager; exercises direct supervision over division managers, professional and supervisory positions, and office support personnel.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties, however, they are not all inclusive.

- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives, and work standards;
- With managers, develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council's priorities;
- Directs, plans, and organizes, through subordinate staff, the operation and maintenance of parks and recreational facilities;
- Directs, plans, and organizes, through subordinate staff programs designed to ensure that cultural, recreational and community programs meet the needs and interests of the Community;
- Directs, plans, and organizes, through subordinate staff, the operations of the rangers, animal control and coyote management programs;

- Oversees the development and management of public relations and outreach programs to stimulate community participation in cultural, recreational and library programs and services;
- Coordinates the development of fund-raising and corporate support programs; coordinates with non-profit foundations to coordinate fund-raising projects and special events;
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development;
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies;
- Provides leadership and works with managers to develop and retain highly competent and customer service oriented staff through selection, compensation, training, and management practices which support the City's mission and values;
- Directs the development of and monitors performance against the annual department budget;
- Represents the department in employee relations matters, including the meet and confer process and grievance proceedings;
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements;
- Advises the City Council, City Manager, and others on departmental issues;
- Attends various City Council, Commission, City staff and community meetings as required;
- Participates on external committees, boards, and task forces as appropriate.

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Conducts and attends meetings as required;
- Attends and participates in professional group meetings;
- Responds to citizen inquiries and resolves difficult and sensitive complaints;
- Performs related duties as required.

QUALIFICATION GUIDELINES

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the necessary knowledge and abilities is:

Bachelor's degree in Public or Business Administration, or relevant to operations specific to the Community Services Department; **and** seven (7) years of progressively responsible experience managing or administering cultural, recreational or library programs, services and projects; or managing or administering the maintenance and/or construction of City parks landscaped areas, park equipment and facilities; or managing or administering a major library division.

Master's degree in Public or Business Administration or relevant to operations specific to the Community Services Department is desirable.

License and/or Certificates

Possession of an appropriate valid California driver's license.

Knowledge of

- Principles and practices of public administration, including purchasing, preparation and administration of departmental budget;
- Requirements of cultural, recreational or community service programs and facilities for various age and social groups within the community;
- Principles of landscape and design of public parks and facilities used for recreation;
- State and local laws and ordinances related to animals;
- Methods and techniques to effectively promote community participation in City sponsored activities;
- Library programs appropriate for all segments of the community;
- Management and supervisory principles and practices;
- High quality customer service methodology and principles;
- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration;
- Hazards and generally accepted safety standards in the operation and maintenance of parks;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Applicable Federal, State and local regulations;
- General City operations.

Ability to

- Plan, organize, assign, coordinate and manage the activities of professional and support staff and outside contractors;
- Develop, implement and administer goals, objectives and practices for cultural and recreation activities and programs, operation and maintenance of parks and recreational facilities and the services of the municipal library system;
- Manage available resources to meet service levels and changing public demands;
- Develop community support for cultural, recreational, community and library programs and services;
- Analyze complex issues and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Develop and administer a large departmental budget;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Interpret and apply Memorandums of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters;
- Present proposals and recommendations clearly and logically in public meetings;
- Communicate effectively orally and in writing;
- Present proposals and recommendations clearly and logically in public meetings;
- Develop and evaluate management practices and procedures;
- Exercise sound, expert, independent judgment within general policy guidelines;
- Establish and maintain effective working relationships with the City Council, officials, other department heads, staff, private and community organizations, and others encountered in the course of work.

SPECIAL REQUIREMENTS

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive

movements, such as computers and calculators. Tasks require sounds and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

ESTABLISHED/REVISED DATE

Revised Date: December 2005

Revised Date: September 2020

CITY OF TORRANCE
 Organizational Chart
 Community Services

