



40 HOURS/WEEK
\$60-75,000 BASE SALARY
FULL ADMINISTRATIVE BENEFITS PACKAGE

DIRECTOR OF COMMUNITY SERVICES

PARKS & RECREATION PROGRAMS LEADERSHIP
TOURISM AND SPECIAL EVENTS LEADERSHIP
SENIOR COUNSELOR AND ASSISTANT TO ADMINISTRATOR

CLASSIFICATION ELEMENTS

The primary responsibility of a Director-level position at the City of Ephrata is to serve as one of six senior counselors and assistants to the Mayor and City Administrator. Ephrata maintains a highly integrated senior staff, where mutual support, advice, and collaboration cross all departments.

This position's primary daily-duties are planning, developing, and coordinating public park and recreation programs for all ages and interest groups in the City of Ephrata. Tourism and promotional activities will be developed and overseen by this position. The Director is also responsible for all social media and website communications. The Director will also liaison with several outside agencies, such as the Chamber of Commerce and Tourism Commission. This position is overtime-exempt.

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

SUPERVISION RECEIVED

- The City Administrator supervises Director of Community Services.

SUPERVISION EXERCISED

- This position will directly supervise the Recreation Supervisor and indirectly supervise all program providers and staff, B.O.L.D. staff, and all staff at Splashzone.

GENERAL ASSIGNMENTS

- Provide advice, opinion, and act as a senior counselor to the City Administrator.
- Provide advice, opinion, and work with the other five Directors of Ephrata.
- Plan, organize, direct, coordinate, and evaluate all City sponsored recreational programs and related personnel.
- Short and long-range planning and financial planning for expansion of recreational programs and facilities.
- Support and guide the Ephrata Parks & Recreation Commission.
- Support and guide the Ephrata Tourism Commission and Lodging Tax Advisory Committee.
- Attend and assist the City Council and Parks & Recreation Commission with recommendations and information related to appropriate recreation issues.
- Implementation of new programs based on community needs.
- Coordinate recreation activities and facilities with other City departments and Ephrata Public Schools.
- Recruit, oversee, and evaluate Splashzone personnel in concert with the Recreation Supervisor.
- Represent the City at community recreational functions.
- Serve as Social Media Coordinator for the City of Ephrata.
- Manage and update City of Ephrata website weekly.
- Liaison between Grant County Tourism Board, Ephrata Chamber of Commerce, to promote tourism and development for the City of Ephrata.
- Coordinate, produce, and edit City of Ephrata publications; including the quarterly recreation brochure, tourism promotions, and related documents.
- Meet with schools, cultural organizations, service groups, clubs, retirement homes, and other interest groups to continue and promote comprehensive recreational programs for all citizens.
- Mutually support all other departments.
- Administrate all Special Events and related applications.
- Represent the Mayor, Administrator, and community in an accurate, professional, and positive manner.
- Other duties as assigned



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OTHER ABILITIES

- Ability to exercise independent judgment within established procedures
- Ability to apply policies and procedures
- Effectively communicate clearly, tactfully, and courteously
- Must have strong organizational skills and strict attention to detail and process
- Knowledge of office procedures, including effective filing and accurate record keeping techniques
- Ability to use database, calendar, word-processing, and other organizational office computer software effectively
- Ability to evaluate and understand people
- Ability to evaluate, analyze and review plans, applications, public statutes, contracts, and maps
- Ability to rapidly gather diverse information, formulate conclusions, and clearly communicate them

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Ability to sit at a workstation for extended periods.
- Ability to stand, walk, and drive as needed throughout day.
- Occasional ability to lift, carry, and put away parcels weighing up to 30 pounds each.
- Ability to monitor several audible communications devices, such as telephone, fax, and radio, etc. throughout day.
- Ability to sit or stand for long periods, as necessary.
- Physical stamina to sustain long work days, including early morning and evening meetings, as necessary.
- Physical ability to have access to any and all City facilities sufficient to monitor programs and operations.
- Ability to communicate effectively and professionally with diverse audiences, including the public, the Council, and City personnel at all levels.
- Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments.
- Ability to read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials.
- Ability to gather and sort relevant information from various sources and records successfully.
- This position may be required to obtain special certifications.
- This position may work difficult and extended hours.

MINIMUM QUALIFICATIONS

- Bachelors Degree. Masters Degree preferred
- Washington State Drivers License
- Knowledge of, and background in, recreation development, philosophies, and management.
- Previous experience in local government preferred
- Ability to pass background check; pre-employment and on-going drug screening.