

## **DIRECTOR OF COMMUNITY SERVICES**

The City of Carlsbad is accepting applications for the position of Director of Community Services. This position directs the City's activities associated with recreation and community services, and serves as liaison between the City and multiple Arts and Culture organizations.

Provides general supervision to the following departments: Cavern City Air Terminal, Lake Carlsbad Golf Course, Carlsbad Public Library, Carlsbad Museum, Riverwalk Recreational Center, North Mesa Senior Center, Alejandro Ruiz Senior Center, Bob Forrest Youth Sports Complex, Facility Maintenance, Walter Gerrells Performing Arts Center, Cavern Theater Performing Arts Center, Carlsbad Water Park, and other departments as assigned, including coordinating the City's leased facilities program.

Collaborates with the Director of Grant Programs and the Director of Finance for the planning, writing, and management of recreational and community improvement grant opportunities.

Meets with subordinate department heads to provide guidance and coordinate activities; authorizes payroll forms, travel forms, timesheets, and other financial forms; approves departmental budgets and expenditures, develops and submits consolidated budgets to the Director of Finance and the City Administrator.

Coordinates, manages, and supports department heads in the management of departmental advisory board and committee meetings.

At the direction of the City Administrator, responsible for coordinating meetings and ensuring good relations with outside agencies and other non-profits.

Knowledge of the principles and practices of public administration, including budgeting, grants, planning, and supervision, including training and evaluation.

Ability to establish and maintain effective working relationships with staff, other City departments, elected officials, members of the public, and outside agencies.

Ability to understand and interpret complex statutes, rules, regulations, policies, and guidelines.

Ability to determine the City's needs for community services and programs in designated departments, determine their priorities, and allocate resources.

Skill in providing leadership to department heads and coordinating the services and activities of several departments and being able to prioritize.

Skill in evaluating the work of others.

Qualifications: Bachelor's Degree (Master's Degree preferred) in Public Administration, Finance, Business Administration, Planning or related field, and five (5) years of managerial experience, preferably in government or non-profit, and experience in community planning, grant writing, project management and community development activities.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico driver's license.

In addition to an excellent benefit package, starting base annual pay rate will be \$126,879. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply in person at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221 or via email to [hr@cityofcarlsbadnm.com](mailto:hr@cityofcarlsbadnm.com). Applicants must include a City of Carlsbad employment application filled out completely. Resumes are not required, but may be included if desired. Applications/resumes accepted until the position is filled.

EOE M/F/V/D