



## CITY OF HYATTSVILLE POSITION SPECIFICATION

### **DIRECTOR OF COMMUNITY SERVICES & CIVIC ENGAGEMENT PROGRAMMING**

FLSA: Exempt Full Time/Benefit Eligible No Relocations Funds Available  
Annual Salary: \$90,654.00 Grade 123

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**NATURE OF WORK:** The Director of Community Services and Programs is a member of the executive leadership team of the City of Hyattsville, reporting directly to the City Administrator and responsive to the City Council. The position is responsible for the execution of various City services and programs including: recreation; toddler, youth and teen services, senior, disabled, and age-friendly services; cultural and community events, outreach, and civic engagement; volunteer and neighborhood services; liaison with schools and partner community organizations; health and active living programs and City reception desk operations. The director oversees full time staff-members and part-time and seasonal employees as required.

### **ESSENTIAL FUNCTIONS**

- Provides leadership to the staff of the Department of Community Services and Programs.
- Builds relationships with schools, community and organizational stakeholders, and advocates on behalf of community service provision in the city.
- Ensures all department programming is strategic, inclusive and effective. Develops strategic plans and logic models and oversees program evaluation and improvement.
- Pursues external funding for Community Services programs, events, and capital projects.
- The Department of Community Services executes a broad portfolio of programs and services, including the following:
  - Community and Cultural Events – Execute creative large and small-scale programs and events that serve our diverse population and meet community needs.
  - Youth Programs – Various youth programs which currently include parent-toddler program; afterschool teen center with mentorship, tutoring and recreational opportunities; elementary-school-age programs and camps during summer, winter and spring school breaks; and transportation service for third-party and City youth programs, and creates new programming as appropriate.
  - Senior, Disability Services and Age Friendly Services –Provide activities, events and outings to encourage socialization, expand opportunities, regular educational seminars, art and health, wellness and recreation classes; Call-A-Bus transportation services to bring seniors and people with disabilities to medical appointments.
  - Age Friendly - Implement Age-Friendly Plan Initiatives with input and support from the working group, partnerships and community
  - Volunteerism – Establish Hyattsville as a Volunteer Services Community. Serve as a community lead and resource to create and provide opportunities to Hyattsville residents, students, and businesses to engage with and support the needs of the greater community.
  - Reception – Front door, telephone and desk reception services. Provide information to residents and visitors, provide excellent customer service support, track issues and be responsive to issues and identify proactive ways to create helpful and informative experience for those who need assistance.
  - Outreach – Recommend partnerships and creative ways to support schools, Non-Profit organizations, Hyattsville Area Immigrant Service Providers Coalition, and other community organizations as appropriate. Liaison with committees and identify opportunities.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong record of participatory management, leadership, and interpersonal skills.
- Knowledge of social service provisions best practices and methods for monitoring, evaluating for continuous process and program improvements.
- Strong communication, engagement and grant writing skills.
- Proven ability to build and maintain a harmonious and effective working relationships with supervisors, subordinates, public officials and the public.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Requires walking, standing, bending, lifting, dragging and carrying items up to 25 pounds, such as sports equipment, supplies, bulk food, books, files, papers, etc. Outdoor work includes exposure to weather, dirt, wildlife, insects, sports activities, traffic and crowds. Frequent local travel to meetings and events.

Work schedule may vary as needed for department programs and includes evenings, weekends and holidays.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in public administration, recreation management, social work, youth development, or related field (Master's degree is preferred).
- Seven years of relevant experience, to include three years of staff management and leadership experience.
- Preferred candidate is bilingual (English/Spanish)

## **LICENSES/CERTIFICATIONS/SKILLS**

A valid driver's license and good driving record must always be maintained .

**Additional Information:** This position description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. The City of Hyattsville is an Equal Opportunity Employer without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, political or union affiliation.

### **How to Apply**

Applicants are required to complete and submit a City of Hyattsville employment application which is available online at [www.hyattsville.org](http://www.hyattsville.org), a resume, cover letter and three professional references. Applications may also be **picked up** at the Hyattsville City Administrative Office, 4310 Gallatin Street, Hyattsville, Maryland, at the 3rd floor reception area, Monday through Friday, 8:30 a.m. to 5:00 p.m. Questions specific to the duties/qualifications of this position may be directed to Vivian Snellman, Director of Human Resources, at (301) 985-5043. Questions regarding the application process should be directed to Cynthia Canfield, Coordinator, Human Resources and Special Projects at (240) 487-1706. The position remains open until filled.

**NOTE: To be considered for this position, all candidates must submit a Hyattsville application along with a cover letter and resume.**