

**THE COMMUNITY SERVICES DEPARTMENT IS HIRING!**

# DEPUTY DIRECTOR OF COMMUNITY SERVICES



## The Department

The Community Services Department strives to improve the health, wellness and quality of life for Fremont residents by offering a wide variety of exceptional educational and recreational programs and services, historic and cultural resources, facilities, unique attractions, special events, park use and urban forestry.

## The Position

The Deputy Director oversees the Recreation Division including the Park Rangers, and management of all recreation programs and activities; other department divisions or sections may be assigned. The incumbent assists in departmental policy development, administrative and budgetary planning, and problem solving for the Community Services Department and acts as Director in their absence; performs related duties as required.

## Examples of Job Duties

- Assists the Department Director in administration of departmental programs and services.
- Develops and implements strategic vision for the Community Services Department.
- Plans, organizes and manages a comprehensive recreational program and related activities, including special events, special interest classes, park and playground programs, summer day camps, adult sports and events and programs for all segments of the community.
- Formulates and oversees plans for the conduct of recreation programs to maximize the use of recreational areas, facilities, and equipment.
- Supervises assigned divisions through subordinate supervisors, and trains and evaluates assigned staff.
- The complete job description can be viewed [here](#).



**City of Fremont** is an innovative city in the heart of the Bay Area and Silicon Valley, known for clean technology, advanced manufacturing, low crime, excellent schools, quality parks and a diverse population of over 230,504 residents. As a significant economic force in the region, Fremont aims for innovation in municipal government led by City Council and the City Manager.

## Qualifications

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

### Education

- Bachelor's degree in recreation, park management, public or business administration or related field.
- A Master's degree is desirable.

### Experience

- Five years of progressively responsible experience managing a variety of recreation programs.

### Licenses/Certificates/Special Requirements

- This position requires the ability to travel independently within and outside City limits to fulfill the assigned duties and responsibilities, therefore a valid Class C California Driver's License is required at time of appointment.

### Ideal Candidate

- Ability to effectively plan and manage comprehensive recreation programs.
- Knowledge of trends, techniques and principles of recreation services administration.
- Skill in maintaining effective relationships with the public, City staff and officials.
- Excellent verbal and written communication skills.

**A summary of benefits can be viewed online:**

**Benefits Summary**

**Annual Salary Range**  
**\$163,465 – \$220,678**

*The City of Fremont is an Equal Employment Opportunity Employer.*

**APPLY HERE!**