



The City of Santa Monica

is actively seeking candidates for

Community Services

Program Supervisor

Serving Youth & Families in Santa Monica

The City of Santa Monica's Human Services Division (HSD) is seeking a **dynamic, self-driven leader with a proven track record of affecting positive change** to oversee community services for youth and their families.

The Community Services Program Supervisor (CSPS) will manage full and part-time staff that provide a range of educational, cultural, and recreational programs. The current vacancy is at Virginia Avenue Park (VAP). The eligible list that will be established as a result of this recruitment may be used to fill additional vacancies that occur in the City during the life of the list.

Located in the Pico Neighborhood, VAP serves as a community hub to support Santa Monica youth and families by providing equitable access to resources that support education, employment, healthy living, social connection, and community engagement. In alignment with the Santa Monica Cradle to Career initiative, VAP works closely with community-based organizations to employ a collective impact approach to support the development of youth and families from birth to adulthood.

The Position

The CSPS is a supervisory position reporting to the Principal Community Services Program Supervisor. The position will provide effective and ethical leadership to professional staff within the unit; model behaviors that exemplify quality customer service; develop employees and encourage self-investment; and communicate and collaborate effectively at multiple levels. Further, the CSPS is afforded the opportunity to help shape the future of VAP programming for youth and families and will be encouraged to embrace and promote change, shifting programming away from traditional approaches in favor of new concepts and initiatives.



An engaged and dynamic community, model of innovation, committed to sustainability, diversity and wellbeing.



Key duties and responsibilities include:

- Provide comprehensive planning and leadership to VAP programs and initiatives that address the needs of Santa Monica youth and families.
- Ensure equitable access for all youth and families, especially those of color.
- Develop collaborative working relationships with internal and external partners, including SMPD Neighborhood Resource Officers, the Virginia Avenue Park Advisory Board, community groups, and enrichment providers.
- Execute comprehensive community outreach strategies and press releases, social media posts, web content.
- Design, plan, coordinate, and execute City-sponsored community events
- Participate in and support efforts to modernize and update policies and procedures.
- Recruit for and manage a robust volunteer program.



The Ideal Candidate

The ideal candidate will be a seasoned, strategic leader with a proven track record of developing high performing teams that provide resilient, sustainable programming for youth and families. Moreover, qualified candidates will possess the awareness and vision to contribute to the positive evolution of VAP programming, along with the courage and commitment necessary to challenge the status quo and affect substantive programmatic change.



Desired qualities include:

- Strong supervisory and administrative skills; experience hiring and supervising staff
- Ability to tactfully navigate challenging political environments in order to accomplish established goals
- Well-versed in 21st century best practices and trends for out-of-school time program design and administration
- Experience employing a data-driven approach to measuring program effectiveness, including developing performance goals and metrics and establishing procedures for data collection and analysis
- Commitment to social, racial, and educational justice as a mechanism for community transformation.
- Culturally competent and a proponent of diversity and inclusion
- Possesses a high degree of emotional intelligence and uses a variety of leadership approaches in order to accomplish goals
- Creates and implements comprehensive outreach strategies to engage community residents

This position requires interacting with parents and families, many of whom are Spanish speakers. Therefore a bilingual Spanish speaker is highly desirable.



Qualifications

Education, Training and Experience:

Graduation from an accredited college with a bachelor's degree in Public Administration, Human Services or Recreation Administration or a related field. Education requirements may be substituted with four years of paid experience overseeing major community service programs, of which one year must have included direct services to youth and families.

In addition, three years of recent, paid work experience developing, organizing and supervising community service programs, including at least one year in direct service to children, youth and families and two years in program management and staff supervision. Bilingual skills may be required, depending upon job assignment.

Selection Process and How to Apply:

Candidates must submit a clear, concise, completed online City application by 5:00pm on Friday, December 13, 2019. Visit www.smgov.net/jobs to apply.

All applicants will be reviewed and only those candidates determined to be most qualified for the position on the basis of experience, training and education as submitted, will move forward in the selection process. The selection process may consist of one or more interviews, writing assignments and assessment tools.

The candidate who has successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

Benefits

The following annual salary and benefits are being offered for this position:

Salary Range: \$5,422 - \$6,694 per month

CalPERS Retirement: Classic CalPERS members: 2% @ 55, member contribution of 7%. Effective January 1, 2013, the Public Employees' Pension Reform Act (PEPRA) will apply to new members of CalPERS: 2% at age 62, member contribution of 6.25%.

City Paid Health Insurance: the City currently pays 93% of the medical insurance premium for employees and eligible dependents with the employee contributing 7%. The City pays 100% of dental and vision premiums and the Employee Assistance Program for employee and eligible dependents.

Retiree Medical Trust: The City currently contributes into a retiree medical trust which would be available to you upon meeting all eligibility requirements.

Vacation: Minimum of 12 days per year; maximum of 21 days per year. Vacation leave cash out available.

Sick Leave: 12 days per year; sick leave buyout program may be used to cash out leave at the end of each fiscal year.

Holidays: 12 days per year including two floating holidays; one cashable floating holiday becomes available at the beginning of each fiscal year and one non-cashable floating holiday becomes available January 1st.

9/80 Work Schedule: Every other Friday off.

Supplemental Retirement Plans:

457 deferred compensation plans available; no City contribution.

Term Life Insurance: Twice annual base salary rounded to the nearest \$1,000, up to a maximum benefit of \$500,000 and LTD.



Employment Opportunities

Visit us on the web at

www.smgov.net/hr

Or call 310-458-8246

City of Santa Monica

Human Resources

1685 Main Street

Santa Monica, CA 90401

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