

MAJOR FUNCTION

This is responsible managerial and professional work directing the Community Services Department. Work involves frequent interaction with Executive Management, Appointed Officials, Leadership Team, federal, state and local law enforcement agencies, community leaders, business executives and other governmental officials for the coordination of department services and programs. Work is performed under the direction of the Deputy City Manager and considerable judgment, discretion, initiative and independence are exercised in carrying out the daily operations of the department with efficiency and effectiveness. Work is reviewed through reports, conversations, observations, meetings and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs, plans and coordinates all Community Services Department programs, which include the TEMPO program, Tallahassee Future Leaders Academy (TFLA) and Homeless Community Services. Monitors, tracks and reports on specific outcomes, metrics, and milestones achieved for the City's youth services and homeless population programs and initiatives. Prepares and administers the department's budget and approves all expenditures in accordance with budget. Identifies and engages potential federal state and local agencies for funding support. Coordinates and manages the Ministerial Alliance for Public Safety by consulting with local pastors and assisting them with their churches' participation in the Neighborhood Public Safety Initiative (NPSI). Coordinates the planning of a Youth Summit on public safety by soliciting the involvement of area youth in crime prevention and intervention activities and events. Assists the Tallahassee Police Department with their 'Not-My-Son' Initiative and similar initiatives related to community engagement and public safety. Collaborate with community partners to enhance employability of opportunity youth. Ensures staff's compliance with the City's equal opportunity initiatives, and related federal and state laws. Approves the selection, advancement, transfer, grievance adjustment, discipline and dismissal of departmental employees. Conducts performance appraisals and approves or denies merit increases. Performs related work as required

Other Important Duties

Attends City Commission meetings and various meetings/conferences with City department directors, staff and the public. Performs related work as required. Conducts workshops to educate and inform on matters impacting youth. Seek innovative strategies and collaborative efforts to identify potential funding support for program initiatives.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of modern youth and young adult reengagement practices, procedures, theory, and program development and data analysis methods. Considerable knowledge of statistical concepts and methods. Considerable knowledge of case management, life coaching and mentoring practices. Ability to work independently with considerable initiative and foresight. Ability to make use of information by analysis, correlation, creativity, and objectivity. Ability to analyze facts and exercise sound professional judgment to arrive at valid conclusions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to execute within a regulatory/compliance environment. Ability to be responsive and persuasive at all levels of the organization. Ability to prepare and maintain comprehensive reports relative to program performance. Skill in using group dynamics, organizational development and motivational language to garner and retain support.

Minimum Training and Experience

Possession of a master's degree in education administration or public administration, or a related field and four years of professional experience in public administration, educational leadership, counseling or youth program development, including two years supervisory experience; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of employment.

Established: 06-01-18
06-22-19
01-01-20