CITY OF LOCK HAVEN

JOB TITLE: DIRECTOR OF COMMUNITY LIFE

WORK SITE: City Hall, 20 E Church Street, Lock Haven, PA 17745

WORK HOURS: 8Hrs/Day, 40 Hrs/Wk SALARY: \$32,500 per year

BENEFITS:

HEALTH	DENTAL	
HIGHMARK BC/BS	UNITED CONCORDIA	OTHER
Copay: \$15/\$30/\$75	Copay: \$0.00	\$25,000 term life insurance
Deductible: \$0.00	Deductible: \$0.00	\$375 per year in health reimbursements
Individual \$61.96/mo.	Individual \$1.50/mo.	6 vacation days, 4 personal days
Family \$143.96/mo.	Family \$4.06/ mo.	1 sick day per month

SUPERVISOR: City Manager

JOB SUMMARY: The Director of Community Life works to improve the quality of life of the residents of the City through community engagement and the promotion of sustainability goals by building a healthy, diverse and equitable hometown with attention to cultural and recreational events administration, land use, conservation, energy use, transit, the elimination of blight, and other sustainability innovations.

ESSENTIAL JOB FUNCTIONS:

Participant Recreation

- Administer the Summer Recreation Program in conjunction with the Keystone Central School District and seek grant-support (Clinton County Community Foundation)
- Coordinate use of city property for public events and activities (levee walks/runs, park events, Frozen Snot, etc.)
- Manage team use of facilities (Babe Ruth League, Clinton Little League Girls' Softball, Little League)

Spectator Recreation

- Manage and organize city-sponsored events including the City's Summer Concert Series and Summer Movie Series
- Administer and organize civic and veteran celebrations (e.g. parades)
- Coordinate with Downtown Lock Haven Inc. and other civic organizations city-wide and county-wide celebrations and events of import to business owners and residents

Sustainability

- Administer City's PA Municipal League Sustainable PA Certification program initiatives
- Administer City-wide mandated recycling program and associated spend-down of grants (DEP 902 & 904)

Liaison to

 Community organizations including the Ross Library, STEP Inc., Lock Haven University-Community initiatives, and act as Director of the City Recreation & Parks Committee

MARGINAL JOB FUNCTIONS:

- Assist the City Manager and other staff in developing a sustainable community where residents enjoy an ever-increasing quality of life
- Attended meetings of the City Council, committees and community organizations as required
- Perform other related duties as assigned

QUALIFICATIONS:

- Education: Bachelor's degree
 - o Preferred:
 - Degree in Recreation, Education or Communications
 - Coursework or experience in Sustainability and other related Community Development programs
- Experience: Bookkeeping/accounting experience or education desirable
 - o Preferred:
 - Experience with the organization and administration of participant and spectator recreation activities and programs
- Demonstration of Skills and Abilities
 - o Proficiency with word processing, spreadsheet programs and computer equipment
 - o Ability to maintain records and files and assemble data for reports
 - o Ability to exercise good judgement and tact
 - o Ability to maintain absolute confidentiality of information
 - o Ability to work with minimal direction and supervision
 - o Ability to effectively communicate with the public
 - o Ability to effectively communicate with other employees
 - o Must be punctual, neat, and able to write legibly
- Must be able to pass a background examination

PHYSICAL PERFORMING ELEMENTS:

- Lifting and carrying 20-50 pounds
- Frequent bending, kneeling and reaching
- Standing for extended periods of time
- Sitting for extended periods of time

MENTAL PERFORMING ELEMENTS:

- Organizing and coordinating schedules
- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.