



Interested individuals should submit (in pdf format) a cover letter, resume, and a completed Town of Bay Harbor Islands Employment Application to Human Resources at: [sgelvez@bayharborislands-fl.gov](mailto:sgelvez@bayharborislands-fl.gov). This position is open until filled. The Town is an Equal Opportunity Employer. Successful applicant must pass DCF Level 2 background screening.

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**ASSISTANT COMMUNITY SERVICES DIRECTOR (Rev 11/8/21)**  
**TOWN OF BAY HARBOR ISLANDS, FLORIDA**  
**\$77,000 (MIN) to \$96,000 (MID) DOQ**

The Town of Bay Harbor Islands is hereby actively recruiting applicants for the position of Assistant Community Services Director. The annual salary range for this position is \$77,000 (Min) – \$96,000 (Mid) depending upon qualifications. The Town offers excellent benefits such as health, vacation, and pension through the Town’s private retirement system.

The Town of Bay Harbor Islands was founded in 1947 by the Shepard Broad family. The Town also known as “*The Best Kept Secret on the Water*” is a two-island vibrant and progressive community located in the heart of Biscayne Bay, nestled between the cities of North Miami, Bal Harbor and Surfside. The Town holds a residential population of approximately 6,000 and is home to A+ rated Ruth K. Broad Elementary School. The Broad Causeway corridor which runs through the heart of Bay Harbor, boasts exclusive shopping, top notch businesses and fine dining all within a picturesque and charming island atmosphere.

**WORK OBJECTIVE:**

Responsible for performing administrative, supervisory, and professional work in the development and operations of youth and adult recreation programs for the community including afterschool programs; toddler, teen, adult and senior programs; camps; and special interest programming. Develops short- and long-range goals for programs and establishes and implements policies and procedures pertaining to the effective and efficient operation of recreation facilities and programs. Position typically supervises employees and schedules day-to-day work activities to provide optimum efficiency and productivity. Position requires a complete understanding and wide application of principles, theories, and concepts in assigned function or business area.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the planning, development, organization, and implementation of all recreation programs
- Recommends improvements to current programs and proposes additional program offerings
- Prepares vendor contracts for associated recreation programs and ensures compliance of contracts for contracted staff
- Trains, schedules, and supervises all contracted instructors / vendors
- Researches and standardizes procedures to improve efficiency and effectiveness of operations; communicates official plans, policies, and procedures to staff
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations
- Prepares a variety of studies, reports, and related information for decision-making purpose to include attendance, accident, and accounting reports
- Responds to public inquiries and provides information regarding recreation programs to school and recreation officials, community service groups, other departments, and the public
- Arranges the use of facilities, materials, and equipment for community center recreation program activities including classes, lectures, clubs and other community activities
- Prepares and / or oversees the preparation marketing materials to include brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs
- Seeks community partnerships or sponsorships for programs and special events
- Coordinates department activities with other departments and agencies as needed
- Performs other duties as required or as assigned

**Supervision:**

- Reviews and evaluates work methods and procedures and meets with staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; may initiate discipline and termination procedures
- Oversees and participates in the development of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in business administration, public administration, parks and recreation or related field; supplemented by two or more years of progressively responsible experience in recreation, including some lead worker or supervisory experience; or an equivalent combination of education, certification, training, and/or experience. Must have or be able to obtain First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certification. May be required to have and maintain a valid Florida state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

**PREFERRED QUALIFICATIONS:**

- Master's degree in related field
- Certification by Florida Recreation and Park Association
- Experience with *The Children's Trust* programing, financials, and reporting using *Trust Central*.
- DCF staff credentials but preferably director's credentials are a plus.

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of recreation philosophy, planning, and administration
- Knowledge of the equipment, facilities, operations, and techniques used in a comprehensive community recreation program
- Skill in public speaking and group engagement
- Ability to operate a computer using Microsoft Office products (Word, Outlook, PowerPoint and Excel) and applicable department / organizational software
- Ability to clearly communicate department and Town goals, policies, strategic plans, and other key information to employees and peers using multiple communication platforms including e-mail and social media
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures
- Ability to delegate, manage, and supervise effectively
- Ability to handle confidential information with tact and discretion
- Ability to communicate effectively verbally and in writing
- Ability to deal effectively with the public
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to work a flexible schedule; days, nights, and weekends regularly
- Ability to pass the required background check and drug screening

**PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability. The successful candidate must also have the following skills or attributes: excellent oral and written communication, multi-tasker, team player, self-starter, impeccable integrity / ethics, innovative, technological and forward thinker.