



City of Clovis, California

## Deputy General Services Director

<b>SALARY</b>	\$70.43 - \$85.60 Hourly \$12,207.00 - \$14,838.00 Monthly \$146,484.00 - \$178,056.00 Annually	<b>LOCATION</b>	Clovis, CA
<b>JOB TYPE</b>	001-Full-Time	<b>JOB NUMBER</b>	2400092
<b>DEPARTMENT</b>	General Services Department	<b>OPENING DATE</b>	10/22/2024
<b>CLOSING DATE</b>	11/12/2024 4:30 PM Pacific		

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### Description

**The current vacancy is in the Community Services Division.**

### DEFINITION

Under administrative direction, to plan, organize, and manage the operations of the assigned divisions within the General Services Department including division budgeting, policies and processes, and conducting operations to fulfill the vision and mission of the division(s); and perform related work as required.

### CLASS CHARACTERISTICS

The incumbent performs a variety of professional level work in community services. In this capacity the incumbent exercises direct supervision of mid-management, technical, and clerical staff setting priorities, making assignments, training, and reviewing the work of subordinates. The incumbent acts with a high degree of independence of action in the assigned areas of responsibility. Direction and instructions that are given by the Department Head generally do not provide all of the information needed to complete the assignment. The incumbent is expected to resolve most problems confronted through the application of judgment and precedent, referring to the Department Head only those problems which involve the establishment of new procedures or which involve situations that are inconsistent with departmental procedures and policies. The incumbent reports to and receives direction from the General Services Director.

### Examples of Duties

Duties may include but are not limited to the following:

#### Community Services Division:

Develop, coordinate, maintain and supervise the administration of effective community services programs in the areas of public transportation, senior services, and community recreation; grant writing; draft requests for proposals for vehicles, equipment, and services; ensure the timely and cost effective use of resources; develop, maintain, supervise, and administer community service programs and budgets; develop and coordinate the implementation of policies, rules and practices for carrying out program duties and seeking appropriate authorization for policy and rule changes when required; present reports and policy changes to City Council; represent the City on interagency boards and committees; perform research; maintain records; maintain awareness and education on state-of-the-art developments in community services issues; administer contracts for services; supervise, train, and evaluate employees; recommend and implement disciplinary actions; attend meetings, conferences and seminars; and perform related duties as assigned.

## Typical Qualifications

### LICENSE REQUIRED

- Possession of a valid appropriate California Driver's License and a good driving record.

### EDUCATION AND EXPERIENCE

Education:

- A Bachelor's Degree from an accredited college or university with a major in Business, Human Resources, Public Administration, Recreation, Public Transportation, or a closely related field.
- A Master's Degree is desirable.

Experience:

- Five (5) years of professional-level experience in one or more of the primary areas of responsibility (i.e., personnel, risk management, public transit, senior services, community recreation) with at least two (2) years of supervisory experience.

### QUALIFICATIONS

Community Services Division:

Knowledge of:

- Public transit systems, planning, regulations, funding sources, and operations;
- Senior citizen programs and aging issues;
- Public recreation programs and operations;
- Modern management practices;
- Employee development/training methods;
- Grant writing/application processes;
- Applicable Federal, State, and local laws, regulations, ordinances and policies;
- Principles and practices of organization, administration, budget and management;
- Appropriate safety practices and procedures.

Ability to:

- Plan, organize and implement comprehensive city-wide programs;
- Negotiate service contracts and memoranda of understanding;
- Exercise independent judgment in the solution of personnel problems;
- Understand, interpret, and apply personnel rules and regulations;
- Read, understand, interpret, and apply laws, rules, and regulations to specific situations;
- Plan, schedule, make work assignments, set priorities, develop goals, train, evaluate, select and conduct discipline of subordinates;
- Perform advanced research and develop sound recommendations;
- Develop and administer budgets;
- Communicate clearly and concisely, orally and in writing;
- Exercise independent judgment in the solution of challenges;
- Establish and maintain effective working relationships with officials, employees, organizations, and the general public;
- Operate a vehicle observing legal and defensive driving practices.

## Supplemental Information

### PHYSICAL DEMANDS AND WORKING CONDITIONS

- Incumbent is required to attend periodic evening meetings;
- Incumbent is required to travel within and out of the city to attend meetings;
- The work is primarily sedentary.

### SELECTION PROCESS

Interested applicants must submit a completed City of Clovis employment application and supplemental questionnaire no later than **4:30 PM on November 12, 2024**.

Applications must be submitted online at <https://www.governmentjobs.com/careers/clovisca>. For questions, you may contact Personnel at (559) 324-2725. Brief resumes are welcome as a supplement to the City's standard application form; however, the application form and supplemental questionnaire must be filled out completely to be considered. You may attach your resume at the time of application submission in the attachment section of the application form. A resume only may not be submitted in lieu of a completed employment application. Applicants may not attach any additional documents that are not required to their application form or submit any other documents by mail, fax or hand delivery. Veterans Preference Points may be provided if a valid DD Form 214 demonstrating qualifying service is submitted to the Personnel office by the position deadline date and time. Applicants may attach, hand deliver or fax the required documents to (559) 324-2865. Reasonable accommodation, when needed, for otherwise qualified candidates with disabilities, must be requested in writing and faxed to (559) 324-2865 at the time of application submission. Applicants will receive notification regarding the status of their application by email or phone once the applications have been processed and reviewed.

Applicants must meet each qualification for the position by the deadline date. All applications will be reviewed based on the necessary employment standards for the position. Those candidates who best meet the needs of the operations may be invited to participate in an oral examination that will be weighted 100%. Candidates receiving a passing score may be placed on an eligibility list for a period of up to one (1) year. **Examinations and department interviews for the position will be administered in the City of Clovis. As determined by the City and at the City's expense, successful candidates will be required to complete and pass a medical examination, a drug/alcohol screen, and a background investigation.** Possession of a valid California Driver's License and a good driving record will be required prior to hire. Proof of citizenship or eligibility to work in the U.S. will be required at the time of hire.

The examination may consist of questions relative to knowledge of public transit systems, planning, regulations, funding sources and operations; senior citizen programs and aging issues; public recreation programs and operations; modern management practices; employee development/training methods; grant writing/application processes; applicable Federal, State, and local laws, regulations, ordinances and policies; principles and practices of organization, administration, budget and management; and appropriate safety practices and procedures. The examination may also consist of questions regarding the ability to plan, organize and implement comprehensive city-wide programs; negotiate service contracts and memoranda of understanding; exercise independent judgment in the solution of personnel problems; understand, interpret, and apply personnel rules and regulations; read, understand, interpret, and apply laws, rules, and regulations to specific situations; plan, schedule, make work assignments, set priorities, develop goals, train, evaluate, select and conduct discipline of subordinates; perform advanced research and develop sound recommendations; develop and administer budgets; communicate clearly and concisely, orally and in writing; exercise independent judgment in the solution of challenges; establish and maintain effective working relationships with officials, employees, organizations, and the general public; and operate a vehicle observing legal and defensive driving practices.

This job flyer does not constitute a contract and its terms and conditions can change without notice.

**THE CITY OF CLOVIS IS AN EQUAL OPPORTUNITY EMPLOYER**

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**Agency**

City of Clovis, California

**Address**

1033 5th Street

Clovis, California, 93612

**Phone**

o: 559-324-2725 f: 559-324-2865

**Website**

<http://www.cityofclovis.com>

**Deputy General Services Director Supplemental Questionnaire**

**\*QUESTION 1**

Carefully complete your Application and Supplemental Questionnaire and submit by the final filing date as indicated on the job announcement. It is important that your application show all the relevant education and experience you possess. You may attach a resume, but this cannot be used in lieu of completing an application. Follow the instructions below on how to submit a complete application. Applications may be rejected if incomplete. Include a minimum of ten (10) years of current and/or previous work experience. Begin with your most current work experience through the previous ten (10) years. If you are unable to include ten (10) years of current and/or previous work experience you must include any combination of work or volunteer experience, academic or vocational school enrollment, and any periods of unemployment. The application may not contain any unexplained gaps in employment periods. Be sure to attach any required documents before submitting the application.

Yes, I acknowledge and agree to the above statement.

#### \*QUESTION 2

Please answer the following questions. This information is **REQUIRED**, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in any subsequent competitive assessment to identify those applicants to be invited to continue in the examination process. Resumes will not be accepted in lieu of required supplemental responses. Please do not say, "see resume" or "see application" or your application and supplemental questionnaire will be deemed incomplete.

Yes, I acknowledge and agree to the above statement.

#### \*QUESTION 3

The information provided in your application must support your selected answers to the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. With the completion of this supplemental questionnaire, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may disqualify you from being considered for this position.

Yes, I acknowledge and agree to the above statement.

#### QUESTION 4

Notifications pertaining to a recruitment will be sent to the email address provided on the employment application. Please provide a current and complete email on your application. Check your inbox as well as spam folder for correspondence as your email provider or personal settings may flag the email as spam. To check your application status, please log in to your account.

Yes, I acknowledge and agree to the above statement.

#### \*QUESTION 5

**Do you possess a current and valid California Driver's License?**

Yes, I possess a current and valid California Driver's License.

Other, I possess a current and valid Driver's License in another state.

No, I currently do not possess a valid Driver's License.

#### \*QUESTION 6

Please list the expiration date **MM/DD/YY** of your current and valid California Driver's License. If you currently do not possess a valid California Driver's License, please explain.

#### \*QUESTION 7

Please indicate the highest level of education that you have attained from an accredited college or university. The education you possess must be listed in the [Education] section of your application.

- None
- Some college
- Associate's Degree
- Bachelor's Degree
- Master's Degree or higher

**\*QUESTION 8**

Please specify your education major. If you do not possess a degree from an accredited college or university, please indicate 'N/A'.

**\*QUESTION 9**

**International Degree Accreditation - International degrees must be accredited by the U.S. Department of Education. If you possess a degree from an international college or university, please attach documentation from the U.S. Institution that the degree has been accredited through at the time of application submission to be considered for the position.**

- Yes, I acknowledge and agree to the above statement.

**\*QUESTION 10**

**How many years of professional-level experience in one or more of the primary areas of responsibility (i.e., public transit, senior services, community recreation) do you currently possess? The work experience that you possess must be listed in the [Work Experience] section of your application.**

- No experience
- One year to less than two years
- Two years to less than three years
- Three years to less than four years
- Four years to less than five years
- Five years or more

**\*QUESTION 11**

**How many years of supervisory experience do you currently possess? The work experience that you possess must be listed in the [Work Experience] section of your application.**

- No experience
- One year to less than two years
- Two years to less than three years
- Three years to less than four years
- Four years to less than five years
- Five or more years

**\*QUESTION 12**

**The current vacancy is in the Community Services Division. The selected candidate will be responsible for areas including public transportation, senior services and community recreation. We are requesting your detailed responses to the following questions regarding your experience in these specific areas.**

- Yes, I have read and understand the information listed above.

**\*QUESTION 13**

Please describe in detail the professional-level experience that you possess in the area of public transportation including public transit system planning, regulations, funding and operations. If you do not possess experience in the area of public transportation, please indicate 'N/A'.

**\*QUESTION 14**

Please describe in detail the professional-level experience that you possess in the area of senior services including senior citizen programs and aging issues. If you do not possess experience in the area of senior services, please indicate 'N/A'.

**\*QUESTION 15**

Please describe in detail the professional-level experience that you possess in the area of community recreation including public recreation programs and operations. If you do not possess experience in the area of community recreation, please indicate 'N/A'.

\* Required Question