

We are a welcoming, active and business-friendly rural foothill community built on California's rich gold rush history.



City Manager's Report

July 8, 2025 City Council Meeting

Prepared by: Denis Nishihara, Director of Community Services

Item#: 12.6

Subject: Consider approving new Job Descriptions for Community Services Manager and Assistant Director of Community Services.

Recommendation:

Adopt a Resolution approving the proposed job descriptions for the Community Services Manager and Assistant Director of Community Services positions.

Purpose:

The Community Services Manager and Assistant Director positions are designed to strategically realign the Community Services Department, enhancing organizational efficiency and elevating service standards across parks, facilities, maintenance, and programs. These roles establish a robust foundation for frontline operations while centralizing administrative functions, decentralizing maintenance functions, enabling the department to meet evolving community needs within fiscal constraints.

By reinforcing frontline staff levels and standardizing administrative and maintenance processes, the Department will sustain core services, adapt to service changes, and incrementally raise service standards. The reorganization creates a flatter, more agile workforce, targeting specific operational needs—such as permitting, budget oversight, and deferred maintenance—to ensure high-quality, responsive community services.

Strategic Plan Strategy:

Infrastructure - Maintain and Improve our Infrastructure and Facilities to provide a safe community.

- Item 6) Strategy - Develop Plan to address deferred maintenance on our Parks and Trails.
- a. Prepare a comprehensive list of deferred maintenance on our parks and trails.
 - b. Develop cost estimates to address identified deferred maintenance projects.
 - c. Develop a funding strategy to address deferred maintenance items.
 - d. Develop a well-defined written maintenance program to protect and maintain our Park and Trail assets.

Background:

The Community Services Department (CSD) oversees 8 parks, 11 public facilities, and a wide range of recreational and cultural programs that are facing fiscal challenges, staffing constraints, and deferred maintenance backlogs. The February 2025 time study revealed task redundancies, misaligned job assignments, and overextended management roles, prompting a

reorganization to reduce management layers, reclassify key positions, and enhance service delivery. The proposed job descriptions for the Community Services Manager and Community Services Assistant Director reflect these priorities, consolidating administrative tasks and elevating strategic oversight of maintenance to align with the City’s fiscal and operational goals.

Discussion:

The new job descriptions are integral to the CSD’s reorganization, approved on June 24, 2025, which reduces full-time management positions from **five** (5) to **three** (3) and increases direct services staff from **four** (4) to **six** (6). The Community Services Manager, reclassified from Recreation Supervisor, consolidates administrative duties previously handled by the Recreation Supervisor, Recreation Superintendent, and Parks and Facilities Maintenance Superintendent, including procurement, processing vendor invoices, communications, and database management. This role streamlines workflows, supports program logistics, and eliminates redundancies, enabling front-line staff to focus on service delivery.

The Community Services Assistant Director, reclassified from Recreation Superintendent, assumes strategic oversight of budget management, capital improvement projects, staffing, permitting, and maintenance of parks and facilities. This position decentralizes decision-making, addresses project oversight gaps, and aligns resources with the City’s infrastructure strategy, such as Aquatics Center operations, park renovations and general maintenance.

Adopting these job descriptions ensures clarity in roles, enhances accountability, and supports the department’s ability to maintain core services under fiscal constraints. The descriptions were developed in consultation with the City Manager and align with class specifications and operational needs.

Proposed Full Time Staff Changes:

Current Position	Action	Recommendation
Director	None	Sustain
Recreation Superintendent	Reclassification	Assistant Director
Recreation Supervisor	Reclassification	Community Services Manager
Recreation Supervisor	Non-funded	Vacant
Recreation Coordinator	Occupy	New position
Community Services Specialist	None	Sustain
Parks & Facilities Maintenance Superintendent	Non-funded	Vacant
Maintenance Worker II	None	Sustain
Maintenance Worker II	None	Sustain
Maintenance Worker II	None	Sustain
Maintenance Worker II	Occupy	New position

Options:

1. Approve staff recommendation.
2. Do not approve and provide other directions to staff.

Environmental: Tonight’s action is not applicable.

Cost: There is no cost associated with tonight's action.

Budget Impact: There is no budget impact associated with tonight's action.



M. Cleve Morris, City Manager
Services



Denis Nishihara, Director of Community
Services



Dave Warren, Assistant City Manager/
Director of Finance

Attachments:

- A. Resolution
- B. Assistant Director of Community Services Job Description
- C. Community Services Manager Job Description
- D. Proposed Organizational Charts