City of Las Vegas
Career Opportunity

Applications are being accepted for a full time **Community Services Director** for the City of Las Vegas Community Services Department.

Entry Level: $22.23

Nature of Job: This is a highly responsible professional position under the direct management of the City Manager. The director is responsible for the overall operation of the Community Services Department which includes Recreation, Senior Center, Library, Museum and Public Transportation Divisions. This position involves the oversight of the implementation of services, development and revision of policies, procedures, ordinances, financial budgeting and planning for all divisions including oversight and maintenance of the various associated facilities. The director shall be responsible for procurement of goods and services within the department. The director shall inform the City Manger of all Community Services operations and associated facilities business and shall report to Council or the public on issues as assigned by the City Manager.

Work is performed in accordance with accepted professional standards. Work requires application of a specialized body of experience. Work originates from the day-to-day functions of the City's Community Services, as well as from special needs of the Community and independent judgment in exercised in carrying out of duties. Work is reviewed through actual observation and review of reports. Work requires extensive public contact with City officials, other government representatives and general public.
(A detailed job description is available at the Human Resource Office.)

Qualifications: High school diploma or equivalent. BA Degree in Administration or minimum of four (4) years experience in working with municipal or governmental agency. Minimum of two (2) years of experience in management. Experience in public administration, budget analysis and preparation and finance economics. Must possess and maintain a valid New Mexico Class D drivers License and be insurable by the City's insurance carrier;

Posted: General Public: October 20, 2014 thru October 24, 2014

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Elmer J. Martinez, Acting City Manager

Human Resource Manager