

**THE CITY OF WESTLAKE VILLAGE  
INVITES APPLICATIONS FOR**

# **COMMUNITY SERVICES SPECIALIST**



31200 Oak Crest Drive  
Westlake Village, CA 91361  
(818) 706-1613  
[www.wlv.org](http://www.wlv.org)

## THE CITY

The City of Westlake Village is ideally located just 38 miles west of downtown Los Angeles and only eight miles from the Pacific Ocean. Westlake Village is a unique master-planned community with a special small town charm characterized by an incredibly high quality of life, a beautiful and picturesque setting, and a strong sense of identity, pride, high expectations and standards. The community features safe and quiet neighborhoods coupled with a vibrant, balanced economy of commercial and office centers. The City of Westlake Village incorporated in December 1981 as the 82<sup>nd</sup> City in Los Angeles County. With a total land area of 5.4 square miles, the community supports a population of 8,358. The City's park system has seven parks, totaling over 36 acres. The City recently completed the construction of two new recreation facilities; a 19-acre sports and community park complex and a 1-acre dog park. The City contracts with Conejo Recreation and Park District for the delivery of a portion of the recreation programs offered by the City.

## THE ORGANIZATION

The City has a staff of twelve (12) full-time and three (3) part-time employees. The Community Services Specialist is a newly created position and was recently added to the City's personnel system in May 2018. The employees provide the Administrative, City Clerk, Community Services, Finance, Planning, and Public Works inspection functions. Westlake Village's orientation as a contract city sees many of its other services provided through agreements with Los Angeles County and private agencies and consultants. The Los Angeles County Sheriff's Department provides police protection and Westlake Village consistently has one of the lowest crime rates in the nation. The City operates under the Council-Manager form of government with a five (5) member City Council, elected at-large. The Community Services Department oversees a wide range of programs, projects and activities including special events, public information, sports field scheduling and monitoring, transportation programs, city-school programs, cultural/recreational programming, senior programs, and youth activities.

## THE POSITION

The City is seeking an energetic and enthusiastic Community Services Specialist who has the ability to develop and maintain positive and on-going relationships and interactions with the public, City staff, consultants, non-profit organizations and sports groups; the ability to complete tasks in a timely manner; and the appropriate skills in managing multiple projects and activities at the same time. The position will assist the Community Services Manager in scheduling the use of the City's sports fields and the Oaks Christian School (OCS) sports fields under the City's usage agreement with OCS; coordinating special events and programming; organizing the delivery of youth/senior services, recreation programs, and volunteer programs; researching, preparing and drafting reports, press releases and other documents as needed; overseeing the City's transportation programs; and handling a multitude of day-to-day administrative tasks including fielding telephone calls and dealing with residents at the public counter in City Hall. The position requires occasional nighttime, weekend, and holiday work for event coordination purposes including weeknight and weekend on-call responses addressing sports field issues and/or emergencies.

## THE IDEAL CANDIDATE

The ideal candidate will have knowledge of the principles and practices related to recreation and community service programs, special event planning, community relations, and customer service practices. The candidate should be able to plan and coordinate recreation and cultural programs, and work effectively with youth, teens, and seniors. Candidates should have experience in writing reports, public speaking, familiarity with the use of desktop computers, tablets, and smart phones. A knowledge of Microsoft Office, Microsoft Outlook and basic computer skills is required, and an understanding and knowledge of Civic Plus systems is considered a plus but not required. The position requires the ability to lift to 50 lbs., work both indoors and outdoors, and stand for long periods of time.

The City of Westlake Village relies on the “contract city model” for the delivery of services by retaining a small, cross-trained staff. The City of Westlake Village prides itself on having staff who are highly responsive and dedicated in providing assistance beyond its residents’ expectations. The new Community Services Specialist will be part of a team that emphasizes these qualities in meeting the needs of the organization and community.

## DESIRED QUALIFICATIONS

**Education:** This position requires a bachelor’s degree in Public Administration, Recreation, or a related major.

**Experience:** This position requires a minimum of one-year progressively responsible experience in recreation, community services coordination of municipal government and/or non-profit organizations, event planning, or similar field.

## COMPENSATION AND BENEFITS

The annual salary for this FLSA non-exempt full-time position is from \$52,164 to \$75,000, DOQ. The City of Westlake Village offers a highly competitive benefits package, which includes:

### Retirement:

*Classic Member* - PERS 3% @ 60, highest three years.

Employee pays 5.8% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share.

*New Member* - PERS 2% @ 62, highest three years. Employee pays 6.25% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share.

### Medical Insurance:

City contributes up to \$1,615/month through a cafeteria plan for employee and dependent coverage for CalPERS medical insurance, dental and vision.

### Retiree Health Insurance:

City contribution for retiree health insurance for retired employees with at least five years of service with the City.

### Other Insurance Benefits:

City pays 100% of AD&D, short and long-term disability insurance.

### Vacation:

10-20 days annual accrual based on years of service.

### Additional Leave:

12 days of sick leave per year, 14 days paid holiday leave per year.

### Deferred Compensation:

City contributes \$50/month match into an ICMA 457 plan.

## TO BE CONSIDERED

To be considered for this exceptional career opportunity, complete a City application and submit a resume online at [www.wlv.org](http://www.wlv.org).  
**The deadline to apply is June 27, 2018, open until filled.**

Applications and resumes will be reviewed for relevant experience, education and training. The top finalists will be invited to participate in an oral/written process. A background check will be conducted, and a pre-employment physical will be required. Inquiries regarding this position can be directed to Brianne Anderson, Community Services Manager at 818-706-1613, or by email at [brianne@wlv.org](mailto:brianne@wlv.org).

## RESERVATION OF RIGHTS

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