

The City of

**PARAMOUNT**

California



Welcoming Applications for the Position of  
**Assistant Community  
Services Director**

RECRUITING SERVICES PROVIDED BY **BH**  
Bob Hall & Associates





## THE CITY

Located in the gateway to the Los Angeles metropolis, the City of Paramount offers secure quality of life to its residents and a business-friendly attitude that has created a growing retail and services sector, with a thriving Downtown.

Paramount's government is a stable, innovative, and financially conservative organization, and the City has continually invested in its infrastructure and emphasized code enforcement and assistance programs to help residents and businesses upgrade and maintain their properties. For these reasons, the City has a distinctive appearance that appeals to current and potential residents.

For its employees, Paramount offers a family-friendly organization that places emphasis on life-work balance and flexibility. City leadership highly values the input and impact of each employee. Rather than work from the top-down, Paramount chooses collaboration, fostering a professional, respectful, and fulfilling work environment.

## CITY GOVERNMENT

Paramount is a general law City that operates under the council-manager form of government. Paramount's current City Council works together well and is exceedingly supportive of staff, contributing to the quality and effectiveness of the workplace.

The City of Paramount is operated by 6 departments: Administrative Services; Planning; Public Safety; Public Works; Community Services, and Finance.

With an operating budget of \$50.4M, City population of 56,000, and covering 4.8 square miles, the City of Paramount is dedicated to providing fiscally responsible services that maintain a vibrant community that is Safe, Healthy, and Attractive! We value respect and ethical behaviors, adaptability, service excellence, and accountability. The City promotes innovation through teamwork, and providing effective, inclusive, and transparent public information and engagement.

## POSITION DETAILS

The Assistant Director works closely with the Director in the management of all activities and services of the Community Services and Recreation Department. Under direction, the ideal candidate will manage and direct staff and resources; Develop, administer and evaluate projects and procedures to meet organizational needs and ensure services are cost effective and efficient; Participate in preparation and monitoring of department budget, write and review staff reports; Supervise and participate in a variety of personnel actions, including selection, promotion, performance evaluations and disciplinary actions; Act as the Director in their absence; Communicate regularly with the City Manager and City Council; and perform other related duties as assigned. This position is eligible to work a hybrid work from home schedule.





## IDEAL CANDIDATE

The ideal candidate will be a seasoned administrator with strong interpersonal skills that include creativity, positivity, and communications. As the second-in-command of the Department, the ideal candidate will possess strong administrative and analytical skills to command the administrative needs of the Department, including managing the Department's budget, staff reports and memoranda to the City Council and City Manager, and the Department's human resources.

The most successful candidates will couple their administrative strengths with an ability to establish and maintain effective working relationships with City Management, City Council, department leaders, public/private partnerships, and within the community. Kindness and happiness are key. The City prides itself on its family culture, long-tenured employees, flexible schedule, life-work balance, and focus on the community, therefore effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful.

Exciting opportunities and projects include assisting with leading a newly reorganized Community Services Department, completing and implementing the City's first Parks Master Plan, overseeing major changes to aquatics programming, and several capital improvement projects. Advanced written and oral communication skills are imperative, and Grant management experience is highly desired in the next Assistant Community Service Director.

## EDUCATION AND EXPERIENCE

### EXPERIENCE:

Four (4) years of municipal or county administrative experience, including responsibility for planning, directing, and evaluating staff and managing operations of a major departmental section, program or function. Community services and/or recreation experience is desirable, and bilingual applicants are encouraged to apply.

### TRAINING:

Bachelor's degree with major coursework in recreation, public administration, social science, liberal arts, or a related field.





## EMPLOYEE BENEFITS    SALARY: \$9,805.47 - \$11,918.61 Monthly

**HEALTH INSURANCE:** 85% paid medical for employee and dependents. Coverage effective the first day of the month following the date of hire. Employees who are able to provide proof of other group insurance coverage may elect to opt-out of the City Health benefits and receive a monthly payment in the amount of \$750 in lieu of coverage.

**LIFETIME MEDICAL:** Employees who retire from the City are entitled to lifetime medical. 85% of the medical premium costs is covered by the City.

**DENTAL/VISION:** 100% dental and vision coverage for employee and dependents. Coverage is effective the first day of the month following the date of hire.

**LIFE INSURANCE:** Coverage is equal to 100% of annual salary.

**DISABILITY INSURANCE:** The City pays 100% of the insurance plan.

**RETIREMENT:** PERS retirement - 2% at 62 benefit formula for "New" CalPERS members, 2.5% at 55 benefit formula for "Classic" CalPERS members covered under pre-2013 rules.

**EMPLOYEE ASSISTANCE PROGRAM:** An Employee Assistance Program (EAP) is available to provide help to employees and members of their families who are experiencing personal problems. Contact the Human Resources Department for more information.

**HOLIDAYS:** 12 paid holidays per year.

**DEFERRED COMPENSATION:** An optional plan is available at employee's cost.

**EDUCATION REIMBURSEMENT:** The City encourages employees to develop their knowledge and abilities by offering a variety of reimbursements for job-related education up to California State University Dominguez Hills (CSUDH) part-time tuition.

**BILINGUAL PAY:** The City offers three tiers of job related bilingual pay based on classification, employees may be eligible for \$35, \$75, \$150 per month.

**SCHEDULE:** Full-time employees for the City of Paramount are on a "9/80" work schedule. Normal working hours include nine hours per day Monday through Thursday and 8 hours every other Friday, with every other Friday off. We also offer a new hybrid work from home schedule for certain positions.

**CREDIT UNIONS:** The City is affiliated with Southland Credit Union and F & A Federal Credit Union. Employees are eligible for membership.

**VACATION LEAVE:** 80 hours per year for first five years, 120 hours per year after five years, 160 hours per year after ten years.

**SICK LEAVE:** 96 hours per year. Sick leave accumulation in excess of 480 hours is paid directly to the employee as a cash benefit at the end of each year at the rate of 50% of employee's current pay rate.

## APPLICATION AND SELECTION PROCESS



**FIRST REVIEW DATE:** April 26, 2024

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume to:

[apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).

Please contact **Kristine Ridge** at **(714) 493-8506** should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the Community Service Director. Appointment is subject to completion of a thorough background and reference checks, and preemployment medical exam.

