

Community Services Department Director

Updated 01|05|2022

TASK & PROJECT TIME STUDY	HOURS	FREQUENCY			TOTAL HRS	
		Days	Weeks	Months		
MEETINGS - GENERAL						
Regular Council Meetings	4.00	2		11	88.00	
Special Council Meetings	2.00	1		12	24.00	
RAC Advisory Committee	1.00	1		12	12.00	
Culture & Arts Commission	2.00	1		11	22.00	
Parks & Recreation Commission	2.00	1		11	22.00	
Senior Advisory Committee	1.50	1		11	16.50	
SBCF Board Meetings	3.00	1		11	33.00	
SBCF/City Coordination Meetings	2.00	1		11	22.00	
Department Meetings	3.00	1		4	12.00	
1:1 Division Manager Meetings						
<i>Parks</i>	1.50	1	24		36.00	
<i>Library</i>	1.50	1	24		36.00	
<i>Recreation & Seniors</i>	1.50	1	24		36.00	
<i>Admin</i>	1.50	1	24		36.00	
Senior Leadership Team Meetings	2.00	1	50		100.00	
CS Department Leadership Meetings	1.50	1	24		36.00	
1:1 City Manager	2.00	1	24		48.00	
Phone Calls/Meetings w Residents	1.00	4	48		192.00	
ADMINISTRATIVE						
Payroll	0.50	1	26		13.00	
Budget Review	1.00	1		12	12.00	
Invoice Approval	0.25	2	50		25.00	
Email Review	1.00	5	52		260.00	
Personnel and Labor Issues	4.00	1	50		200.00	
Coaching Staff	1.50	1	50		75.00	
Commission Agenda/Staff Report Review & Prep						
<i>Culture & Arts Commission Prep</i>	2.00	2		11	44.00	
<i>Parks & Recreation Commission Prep</i>	2.00	2		11	44.00	
<i>Senior Advisory Committee Prep</i>	2.00	2		11	44.00	
<i>RAC Advisory Committee - Prep</i>	4.00	4		6	96.00	
Grant Administration	2.00	2		12	48.00	
INTERDEPARTMENTAL						
City Manager Office Support	2.00	2	50		200.00	
Project Support for Other Departments	1.00	2	50		100.00	
RAC CONSTRUCTION RELATED						
OAC Meetings (Owner-Architect-Contractor)	2.00	1	50		100.00	
Finance Review	2.00	1	12		24.00	
RFI Review	1.00	1	26		26.00	
Communications & Outreach	1.00	1	26		26.00	
SUBTOTAL - ANNUAL						2,108.50
LIBRARY						
Strong Governance						
<i>Culture and Arts Commission Workplan</i>	4.00	1		6	24.00	
<i>Public Art Program Master Plan</i>	2.00	1		5	10.00	
<i>Potential Site Map</i>	4.00	4		2	32.00	
<i>Guidelines for Artist Selection</i>	4.00	4		2	32.00	
<i>Guidelines for Deferred Maintenance</i>	4.00	2		2	16.00	
<i>Approvals by Council & Commission</i>	2.00	1		4	8.00	
<i>Staff Training & Development</i>	2.00	2		12	48.00	
PARKS						
Year-Round Pruning Contract	4.00	2	2		16.00	
Arborist Contract	4.00	2	2		16.00	

Ordinance Review	4.00	2	4		32.00	
Capital Projects						
<i>On Call Landscape Architect RFP Development</i>	4.00	5		1	20.00	
<i>On Call Landscape Architect Contract Management</i>	4.00		1	12	48.00	
<i>Centennial Plaza</i>	4.00	2		6	48.00	
<i>Posy Park Plan (INCLUDED w/ON CALL)</i>					-	
<i>Downtown Streetscape (INCLUDED w/ON CALL)</i>					-	
<i>College Avenue Median</i>	4.00	2		6	48.00	
Parks Operational Assessment	4.00	2	12		96.00	
RECREATION + SENIORS						
Senior Lunch Program RFP	4.00	2	2		16.00	
Sports User Agreement Update	4.00	2	4		32.00	
City Summer Camp Planning	2.00	1	6		12.00	
Community Day	2.00	1	24		48.00	
Website Content Update	1.00	1	12		12.00	
ADMIN						
Policy Review and Update	4.00	1		12	48.00	
Budget Development	4.00	2	12		96.00	
Admin Process Audit and Alignment between Divisions	2.00	1	24		48.00	
SUBTOTAL - Department Projects						806.00
RAC						
RAC Construction						
<i>Army Corp Permit Compliance</i>						
<i>Historical Interpretive Panels</i>	4.00	4		12	192.00	
<i>Capital Campaign</i>						
<i>Donor Wall Design & Fabrication Coord</i>	2.00	4	4		32.00	
<i>Funding Research</i>	2.00	1	26		52.00	
<i>Funding Proposals and Grants</i>	4.00	2	26		208.00	
<i>Presentation and Collateral Materials</i>	4.00	2	4		32.00	
<i>Presentations</i>	2.00	2		18	72.00	
<i>Public Art Element(s)</i>						
<i>Develop Potential Site Map</i>	4.00	2		1	8.00	
<i>Develop Process for Artist Selection</i>	4.00	2		1	8.00	
<i>Site Map and Selection Process Review</i>	2.00	1		1	2.00	
<i>Artist Contract Development & Review</i>	4.00	4		1	16.00	
<i>Approvals by Council & Commission</i>	2.00	3		1	6.00	
<i>Public Art Project Management</i>	2.00	1	52		104.00	
RAC Implementation						
<i>Implementation Document Review</i>	8.00	1	26		208.00	
<i>Dynamic Staffing Plan Development</i>	8.00	1	26		208.00	
<i>Recreation Pro Forma Review</i>	4.00	1	8		32.00	
SUBTOTAL - RAC						1,180.00
TOTAL HOURS					4,094.50	4,094.50

Community Services Department Deputy Director

Updated 01|05|2022

TASK & PROJECT TIME STUDY	HOURS	FREQUENCY			TOTAL HRS	
		Days	Weeks	Months		
MEETINGS - GENERAL						
Regular Council Meetings	4.00	1		12	48.00	
Parks & Recreation Commission	2.00	1		11	22.00	
Senior Advisory Committee	1.50	1		11	16.50	
Department Meetings	2.00	1		12	24.00	
Department Leadership Meetings	1.50	1	26		39.00	
1:1 Division Manager Meetings						
<i>Recreation & Seniors</i>	1.50	1	52		78.00	
<i>Admin</i>	1.50	1	26		39.00	
1:1 Director	2.00	1	52		104.00	
Phone Calls/Meetings w Residents	1.00	4	48		192.00	
ADMINISTRATIVE						
Invoice Approval	0.25	1	26		6.50	
Email Review	1.00	5	52		260.00	
Personnel and Labor Issues	8.00	1		12	96.00	
Commission Agenda/Staff Report Review & Prep						
<i>Parks & Recreation Commission Prep</i>	4.00	2		11	88.00	
<i>Senior Advisory Committee Prep</i>	2.00	1		11	22.00	
RECREATION						
RAC Construction						
OAC Meetings (Owner-Architect-Contractor)	1.00	1	52		52.00	
SUBTOTAL - ANNUAL						1,087.00
PROJECT						
RAC Implementation Plan						
Aquatics Expansion						
<i>Benchmarking Interviews</i>	5.00	2			10.00	
<i>Benchmarking Analysis</i>	8.00	1			8.00	
<i>Fee Schedule Proposal</i>	8.00	1			8.00	
<i>Review and Approval of Fees</i>	2.00	4			8.00	
<i>Program Development</i>	2.00	1	26		52.00	
<i>Partner Recruitment</i>	4.00	1	26		104.00	
<i>Partnership Agreements</i>	2.00	4			8.00	
<i>Pro Forma Budget</i>	2.00	8	2		32.00	
Gymnasium Programming Plan						
<i>Benchmarking Interviews (SAME AS AQUATICS)</i>					-	
<i>Benchmarking Analysis</i>	8.00	1			8.00	
<i>Fee Schedule Proposal</i>	8.00	1			8.00	
<i>Review and Approval of Fees</i>	2.00	4			8.00	
<i>Program Development</i>	2.00	1	8		16.00	
<i>Pro Forma Budget</i>	2.00	8	2		32.00	
Meetings, Conferences, and Rentals						
<i>Benchmarking Interviews</i>	5.00	2			10.00	
<i>Benchmarking Analysis</i>	8.00	2			16.00	
<i>Fee Schedule Proposal</i>	8.00	2			16.00	
<i>Review and Approval of Fees</i>	2.00	4			8.00	
<i>Partner Recruitment</i>	4.00	1	26		104.00	
<i>Partnership Agreements</i>	2.00	4			8.00	
<i>Pro Forma Budget</i>	2.00	8	2		32.00	
Fitness Membership						
<i>Benchmarking Interviews</i>	5.00	2			10.00	
<i>Benchmarking Analysis</i>	8.00	2			16.00	
<i>Fee Schedule Proposal</i>	8.00	2			16.00	

<i>Review and Approval of Fees</i>	2.00	4			8.00	
<i>Program Development</i>	2.00	1	26		52.00	
<i>Pro Forma Budget</i>	2.00	8	2		32.00	
Competitions & Tournaments						
<i>Benchmarking Interviews</i>	5.00	2			10.00	
<i>Benchmarking Analysis</i>	8.00	2			16.00	
<i>Fee Schedule Proposal</i>	8.00	2			16.00	
<i>Review and Approval of Fees</i>	2.00	4			8.00	
<i>Program Development</i>	2.00	1	8		16.00	
<i>Partner Recruitment</i>	4.00	1	26		104.00	
<i>Partnership Agreements</i>	2.00	4			8.00	
<i>Pro Forma Budget</i>	2.00	8	2		32.00	
Childcare for Fitness Users						
<i>Benchmarking Interviews</i>	5.00	2			10.00	
<i>Benchmarking Analysis</i>	8.00	2			16.00	
<i>Fee Schedule Proposal</i>	8.00	2			16.00	
<i>Review and Approval of Fees</i>	2.00	4			8.00	
<i>Program Development</i>	2.00	1	16		32.00	
<i>Partner Recruitment</i>	4.00	1	26		104.00	
<i>Partnership Agreements</i>	1.00	4			4.00	
<i>Pro Forma Budget</i>	2.00	8	2		32.00	
Compatibility of Use Models	4.00	2	8		64.00	
Staffing to Revenue Model	4.00	2	8		64.00	
Staff Workplans	4.00	2	8		64.00	
Part Time Classification Development	4.00	2	8		64.00	
Contracts						
<i>Rental Agreement</i>	4.00	2	8		64.00	
<i>Sports User Agreement</i>	4.00	2	8		64.00	
Marketing Plan						
<i>Editorial Calendar</i>	4.00	2	8		64.00	
<i>Collateral Material Development</i>	4.00	2	8		64.00	
Operational Documents						
<i>Research Model Documents</i>	4.00	6	1		24.00	
<i>Emergency Action Plan</i>	4.00	2	13		104.00	
<i>Emergency Action Plan Training Docs</i>	4.00	2	13		104.00	
<i>Lifeguard Safety Plan</i>	4.00	2	8		64.00	
<i>Pool Maintenance Process Document</i>	4.00	2	8		64.00	
<i>Facility Maintenance Process Document</i>	4.00	2	8		64.00	
<i>Facility Maintenance Standards</i>	4.00	2	8		64.00	
Quality Assurance						
<i>Research Model Documents</i>	4.00	7	1		28.00	
<i>Facility Standards - Community Center</i>	4.00	2	8		64.00	
<i>Facility Standards - Gym & Fitness</i>	4.00	2	8		64.00	
<i>Facility Standards - Aquatic Center</i>	4.00	2	8		64.00	
<i>Inspection Document - Community Center</i>	4.00	2	8		64.00	
<i>Inspection Document - Gym & Fitness</i>	4.00	2	8		64.00	
<i>Inspection Document - Aquatic Center</i>	4.00	2	8		64.00	
<i>Customer Survey</i>	4.00	2	8		64.00	
SUBTOTAL - RAC						2,538.00
TOTAL HOURS					3,625.00	3,625.00

Estimated Annual Work Hours

TYPICAL	Hours	Days	Weeks	Total Hours
Base Work Week	40.00		52.00	2080.00
Less Holidays	(8.00)	13.00		(104.00)
Less Vacation	(8.00)	15.00		(120.00)
Total Estimated Maximum Hours				1856.00

EXECUTIVE STAFF	Hours	Days	Weeks	Total Hours
Base Work Week	65.00		52.00	3380.00
Less Holidays	(8.00)	13.00		(104.00)
Less Vacation	(8.00)	15.00		(120.00)
Total Estimated Maximum Hours				3156.00