



career opportunity

DIRECTOR OF COMMUNITY SERVICES

CITY OF BEVERLY HILLS, CALIFORNIA

ANNUAL SALARY: \$241,789.80–\$349,869.24 DOE/DOQ

THE CITY OF BEVERLY HILLS, CALIFORNIA, is seeking an experienced, dynamic, and community-focused leader to serve as its next Director of Community Services.

This is a unique opportunity to lead a high-profile department that delivers a wide range of community programs and services, including parks and recreation, library services, and arts and culture. The Director plays a key role in shaping the community experience, advancing major initiatives, and aligning services with City Council priorities and community expectations. The ideal candidate is a collaborative and adaptable executive who thrives in a visible role and is committed to delivering high-quality, customer-focused services to the Beverly Hills community. ***Enhance quality of life through innovative programs, services, and community engagement. Apply today!***





THE COMMUNITY

BEVERLY HILLS IS A VIBRANT COMMUNITY celebrated for its welcoming spirit, tree-lined streets, and pride in its history and culture. Spanning just 5.7 square miles and home to roughly 32,000 residents, the city is world-renowned for its landmarks such as Rodeo Drive, elegant neighborhoods, and distinguished hotels and restaurants. Beyond its glamour, Beverly Hills offers tranquil parks, engaging community events, and family-friendly destinations like Beverly Gardens Park and Greystone Mansion and Gardens. Its central location provides residents with easy access to Hollywood, Central Los Angeles, and Santa Monica, offering convenient proximity to both the beach and the entertainment capital of the world. Beverly Hills is recognized for its outstanding quality of life, strong sense of community pride, and dedication to preserving its timeless beauty and charm. The city's economy thrives on hospitality, real estate, luxury retail, and entertainment, shaping a community that values excellence and connection.





THE CITY

CLICK
LINK

THE CITY OF BEVERLY HILLS OPERATES UNDER A COUNCIL-MANAGER FORM of government, led by a five-member City Council and Mayor, who set policy, guide its legislative agenda, and represent the City in regional and statewide matters. Beverly Hills is a full-service city, offering its residents and business community a comprehensive range of municipal functions, including public safety, public works, community services, development, and financial administration. With approximately 1,000 employees and a general fund budget of \$339.1 million and a city-wide budget of \$ 495.7 million, the organization is recognized for its commitment to excellence, innovation, fiscal stewardship, and responsive governance, reflecting the City's longstanding reputation as a well-managed and service-oriented municipal organization.



THE DEPARTMENT

THE COMMUNITY SERVICES DEPARTMENT enhances the quality of life for residents, businesses, and visitors through a diverse range of cultural, educational, recreational, and social services. It fosters community connection and enrichment through programs and activities, playing a central role in maintaining the City's vibrant lifestyle, attractive environment, and opportunities for all ages.

CLICK LINK

Key Divisions Include:

- Administrative Support
- Arts & Culture
- Beverly Hills Public Library
- Farmers' Market
- Greystone Mansion & Gardens
- Park Rangers
- Recreation and Parks

MISSION. The Community Services Department provides exceptional cultural, educational, recreational, landscape, and social services to enhance and maintain a high quality of life and attractive physical environment in the Beverly Hills community.



THE JOB

THE DIRECTOR OF COMMUNITY SERVICES serves as a key member of the City's executive leadership team, providing strategic direction and operational oversight for a diverse portfolio that includes recreation and parks, library services, arts and culture, and more. Reporting to the City Manager, this role provides leadership to a large workforce that includes full-time, part-time, and seasonal employees, while overseeing personnel management, organizational development, and the departmental budget. The Director is responsible for guiding daily operations, advancing major capital and programmatic initiatives, and aligning services with City Council priorities and community expectations. This highly visible leader regularly presents to the City Council and commissions, fosters strong partnerships across departments and with external stakeholders, and ensures delivery of innovative, high-quality, and customer-focused services. The position requires a balance of strategic vision and hands-on leadership, with responsibility for policy development, long-range planning, and the successful execution of complex projects and programs.



THE IDEAL CANDIDATE

THE IDEAL CANDIDATE IS AN EXPERIENCED, well-rounded, and adaptable leader who can effectively manage a diverse Community Services portfolio. A strong generalist, they are comfortable overseeing multiple service areas while maintaining balance and alignment across the Department. They have a proven track record of leading large teams and building cohesive, high-performing organizations.

A confident communicator, the ideal Director maintains a visible presence in the community and engages effectively with the City Council, commissions, and a wide range of stakeholders. They bring sound judgment, strong team management, and a collaborative, approachable leadership style, remaining calm and composed in a dynamic environment. With high emotional intelligence and a proactive approach, they effectively address complex challenges and advance key priorities. Equally comfortable operating at both the strategic and operational levels, the successful candidate is committed to delivering high-quality, responsive, customer-focused services to the Beverly Hills community.

Key Competencies:

Executive Leadership & Management: Provides effective leadership over a large, diverse workforce, building and sustaining high-performing teams across multiple service areas.

Communication & Public Presence: Communicates clearly and confidently, translating complex issues into accessible information while maintaining a visible and engaged presence in the community.

Collaboration & Cross-Department Leadership: Builds strong partnerships across departments and aligns efforts to support broader City goals and initiatives.

Political Acumen & Governance: Navigates complex governance environments with professionalism, effectively working with City Council and commissions to advance priorities.

Interpersonal & Emotional Intelligence: Demonstrates high emotional intelligence, sound judgment, and diplomacy, fostering positive relationships and effectively resolving conflict.

Operational & Strategic Capability: Balances day-to-day operations with long-term planning, ensuring effective service delivery, fiscal responsibility, and program success.





MINIMUM QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration, Parks Administration, Recreation, Urban Studies, or a closely related field.

Experience: Seven (7) years of increasingly responsible experience in cultural, recreational, parks, community, and/or library services, or related services and programs including at least three (3) years of administrative and management experience.

License: Possession of, or ability to obtain, a valid California driver's license.

DESIRABLE. Master's degree in Public Administration, Business Administration, Parks Administration, Recreation, or Urban Studies.

UPCOMING KEY PROJECTS & OPPORTUNITIES

CAPITAL PROJECTS. Lead major planning and development efforts, including the Community Center Master Plan, Citywide playground replacements, and enhancements to mini parks and other recreational facilities.

RECREATION TRANSFORMATION. Reimagine recreation services by expanding year-round programming and addressing a broad range of interests, needs, and cultural diversity across the whole community.

ARTS & CULTURE. Advance the City's cultural landscape through expanded public art initiatives, including installations across parks and gardens, and collaboration with the Arts & Culture Commission and City partners such as the Rodeo Drive Committee.

COMMUNITY ENGAGEMENT. Strengthen connections with the community through outreach efforts and by incorporating public input into parks, programs, and future planning.



SALARY & BENEFITS

Find out more about city of Beverly Hills Benefits Here!



Annual salary: **\$241,789.80 – \$349,869.24**
DOE/DOQ, PLUS a competitive benefits package that includes:

Medical, Dental, & Vision Insurance (through a Cafeteria Plan) with option for cash back.

Management Incentive Pay (MIP): \$625 per month.

Life & Long-Term Disability Insurance

Pay for Performance

Retirement Medical Benefit: \$1,375 per month.

Holidays: 11 paid holidays, plus two personal days annually.

Retirement: The City participates in CalPERS.

Sick Leave: 96 hours annually.

Deferred Compensation: \$50.00 per month.

Vacation: Accrual rate based on years of service, starting at 80 hours during first year.

Administrative Leave: 120 hours per year.

Wellness Pay: 2% of annual base pay.

5/40 Onsite Work Schedule

HOW TO APPLY

For first consideration, apply by **MAY 25** at:

WBCP JOB BOARD



SAVE THE DATES. Round one in-person interviews will take place on **JUNE 12**. Finalists will move forward to round two in-person interviews on **JUNE 26**. *Selected candidates must be available for both dates.*

QUESTIONS? Please contact your recruiter, **Terri Maus-Nisich**, with any inquiries: terri@wbcpinc.com

866.929.WBCP (9227) toll free
541.664.0376 direct

