



THE CITY OF WESTLAKE VILLAGE INVITES APPLICATIONS FOR
COMMUNITY SERVICES SPECIALIST





A UNIQUE OPPORTUNITY

Known for its spectacular location and natural beauty, neighborhood atmosphere, services available to residents, open space, and adjacency to destinations throughout Southern California, the City of Westlake Village (approximately 8,200 population) is one of the most desirable communities to live, work, and recreate, in California. As a City that is also known for professional and exemplary management, collaborative teamwork, and a family oriented atmosphere that values a work/life balance in support of fostering productivity and innovation, the City is seeking an experienced, knowledgeable, forwardthinking and customer service focused individual to serve as a Community Services Specialist in the Parks and Recreation Department.

THE COMMUNITY

As the "City in the country," Westlake Village has a special smalltown charm. Characteristic phrases that define and distinguish Westlake Village include: great place to raise a family; wonderful balance between the residential, commercial, and business sectors; incredibly beautiful physical amenities such as wide boulevards, richly landscaped parkways and medians; topnotch schools; quality living; neighborliness; safe, quiet neighborhoods; and a strong sense of community pride, civic responsibility, and identity. As such, residents and businesses alike enjoy and appreciate, and the City staff team take pride in providing, an extraordinarily high level of customer service, quality city services, and city responsiveness

COMMUNITY SERVICES SPECIALIST

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 while managing multiple projects and activities at the same time. The position will assist with scheduling the City's sports fields; coordinating special events and recreation programs; organizing youth/senior services, and volunteer programs; preparing and drafting reports, press releases and other documents as needed; 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.

DUTIES AND RESPONSIBILITIES

Under the immediate direction of the Community Services Coordinator or Community Services Manager, this position performs a variety of assignments involving the delivery of cultural, recreation, and community services programs.

The position will assist in coordinating special events and programming; organizing youth and senior services, recreation programs, and volunteer programs; assist with scheduling use of the City's sports fields; research and preparation of reports, press releases and other documents as needed; handling day-to-day administrative tasks including fielding telephone calls and interfacing with residents at the public counter in City Hall; administering maintenance and service contracts, developing requests for proposals, and conducting research on specifications; receiving and responding to complaints and questions from the public; reviewing problems and recommending corrective actions; preparing summary reports as required; participating in special projects and studies including background research of new programs and services, and feasibility analysis; preparing and presenting reports; preparation and monitoring of grant programs, related proposals, and grant progress reports; participating in various committees; attending and participating in professional group meetings; making oral and written presentations to the City Council, the public and professional groups; participating in the preparation and revision of brochures and other outreach materials, including social media; developing educational displays; assisting with youth outreach and school presentations; serving as Emergency Response Worker as necessary, and performing related duties and responsibilities as required.

DESIRABLE QUALIFICATIONS

The ideal candidate will have knowledge of the principles and practices related to recreation and community service programs and project management, special event planning, community relations, and customer service practices; Microsoft Office and other modern software and computer equipment is required; Civic Plus systems is considered a plus but not required.

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 to providing assistance beyond its residents' expectations. The Community Services Specialist will be part of a team that emphasizes these qualities in meeting the needs of the organization and community.

MINIMUM REQUIREMENTS

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

Education: A bachelor's degree from an accredited university or college in public administration, recreation, or a related field.

Experience: A minimum of one (1) year of 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 range for this FLSA nonexempt position is from \$63,084 to \$95,280, 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 pretax basis, as a cost share.

New Member PERS 2% @ 62, highest three years. Employee pays 7.75% of the contribution, which is deducted from salary on a pretax basis, as a cost share.

Medical Insurance: City contributes up to \$3,541.63/month through a cafeteria plan for employee and dependent coverage for CalPERS medical insurance, Delta dental and VSP vision.

Retiree Health Insurance: City contribution for retiree health insurance for retired employees with at least 5 years of service with the City.

Other Insurance Benefits: City pays 100% for \$100,000 coverage for Life, AD&D, and provides short- and long-term disability insurance in-lieu of California SDI. Supplemental life and AD&D available through AFLAC

Vacation: 10-20 days annual accrual based on years of service, with annual cash-out option

Additional Leave: 12 days of sick leave per year, 12 days paid holiday leave per year and 2 Floating holidays.

Deferred Compensation: City contributes \$50/per paycheck match into a Mission Square 457 plan.

Flexible Spending Account: Available for health and dependent care

Flexible Work Schedule: A 9/80 work schedule may be considered after 6 months of employment.

The City does not participate in Social Security or California SDI.

SELECTION PROCESS

Applications will be reviewed for relevant experience, education, and training. The top finalists will be invited to participate in a n oral/written process. A background check will be conducted, and a preemployment physical will be required. This appointment will be made by the City Manager.

HOW TO APPLY

To be considered for this career extraordinary opportunity, please apply online by visiting the Employment Opportunities section of the City's website at: www.WLV.org.

Deadline to apply is Friday, November 7, 2025, at 5:00 p.m.

Interviews are anticipated on Tuesday, November 20, 2025.

Questions regarding this position can be directed to Kaitlyn Roush, Community Services Manager at (818) 7061613, or by email at Kaitlyn@wlv.org

RESERVATION OF RIGHTS

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For more information about the City of Westlake Village, please visit the City's website at www.wlv.org.

