



Now Accepting Applications for
RECREATION PROGRAM COORDINATOR

Monthly Salary Range

(A) \$5,443 (B) \$5,715 (C) \$6,001 (D) \$6,301 (E) \$6,616 (F) \$6,781 (EFF. 7/1/18)

Final Filing Date: June 30, 2018 at 5:00 p.m. or first 100 applications (whichever occurs first)

Applications MUST be submitted online at www.CalOpps.org

POSITION: The City of San Pablo is located in the San Francisco Bay Area and has a population of approximately 29,000. The City is seeking an energetic person with a positive “can-do” attitude who enjoys working in a diverse community to fill a Recreation Programs Coordinator vacancy. The incumbent will continue expanding and establishing community events by working with volunteers, staff, and community organizations. The selected candidate will also manage and prepare division-wide marketing and public information materials and social media platforms and will work within an established budget and track expenditures to assist in future budget planning; as well as maintain records. The Coordinator will take the initiative to improve program delivery methods; and select, train, monitor, schedule, supervise and lead part-time recreation staff. In addition, the ideal candidate will be able to prepare, track and monitor contracts; and perform a variety of standard recreation office duties such as answering phones, data entry, etc. This employee may be called upon to serve as a liaison between community groups and the City of San Pablo. Please note that all Recreation Division staff are required to work the 4th of July holiday.

QUALIFICATIONS

Experience:

- Two years of responsible Recreation experience, including some supervision of part-time staff.

Education:

- Bachelor’s degree in Recreation from an accredited college or university, or the equivalent in combination of education and work experience.

License or Certificate:

- Possession and maintenance of a valid California Driver’s License.
- California Park and Recreation Society Certification desirable.

Special Requirements:

- Must have own transportation.
- Responsibilities will include some evening and weekend assignments.

Knowledge of:

- Principles, problems and techniques of Community Recreation.
- General principles of community organization.
- Coordinating and implementing special events.
- Principles of social media and marketing.

Ability to:

- Help people learn social, cultural and physical skills.
- Prepare and distribute publicity on Recreation offerings.

- Assist in the training and evaluation of part-time staff; schedule and monitor working hours of part-time staff.
- Communicate effectively, both orally and in writing; prepare and maintain a variety of records and reports.
- Establish and maintain good working relationships with others.
- Select and manage outside contractors, vendors, and community organizations when collaborating.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Essential

- Plan, organize and conduct city-wide special events; write publicity material; prepare flyers and schedules
- Assist Recreation Supervisor in the recruitment and selection of part-time staff; assist with staff training.
- Supervise program staff (May provide face to face leadership).

Important: Perform related duties as assigned

Physical Requirements:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 and 8 hours of sitting, walking, face-to-face contact, conversations, and public speaking; up to 3 hours of bending, crouching, stooping, kneeling, crawling, climbing, running, twisting, turning, reaching forward or overhead, grasping (firm and light), finger dexterity, hand-eye-foot coordination, driving, vision accuracy (far), verbal contact, telephone conversations; up to 3 hours of lifting or carrying 50 lbs. or less; up to 3 hours of pushing or pulling 10 lbs. or less; 3 to 6 hours of eye-hand coordination, vision accuracy (near), depth perception, accommodation, and field of vision.

Mental Requirements:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: interpreting instructions; standard problems; detailed, uninvolved instructions; one or two-step instructions; simple reading, writing, and math skills; coordinating, compiling, mentoring, negotiating, instructing, supervising, diverting, persuading, speaking-signaling, serving, taking instructions, setting up, driving; comprehending and following instructions; performing simple repetitive tasks to varied, complex tasks; maintain work pace; relate to others; influence others; generalize; evaluate; responsibility for direction.

Work Environment:

Work is performed indoors and outdoors; slippery and uneven surfaces; using a computer and other office equipment; working alone; working around or with others.

BENEFITS

- **Retirement:** CalPERS Retirement System: 2.5% at 55 Formula for “classic” members (employee pays 10.3% of salary); 2.0% at 62 for new CalPERS members (employee pays 6.25%)
- **Medical Plan:** Choice of CalPERS Health Plan providers; employee pays a portion of the monthly premium
- **Dental Plan:** Delta Dental Plan of California with orthodontia coverage for children
- **Dual Medical Coverage:** Employees who have medical coverage through another source (e.g. spouse), will have the option to receive taxable cash in-lieu, (\$350 1-party, \$500 2-party/family) or to contribute the amount towards an existing Deferred Compensation Plan
- **Section 125 Plan Benefits:** \$450 employer contribution per year (prorated based on hire date)
- **Schedule:** 7.5 hour workdays (Monday – Friday)
- **Vacation:** 75 hours to start up to 225 after 25 years
- **Sick Leave:** 7.5 hours per month
- **Life Insurance:** \$60,000 City-paid policy
- **Holidays:** Paid 13 days per year
- **Floating Holiday:** initially prorated based on the hire date (1 floating holiday per year)
- **Employee Assistance Program:** Generous number of counseling sessions per year; available to employee and eligible family members
- **Administrative Leave:** 55 hours per year
- **Educational Incentive Program:** up to \$5,250/ year

APPLICATION/SELECTION PROCEDURES

Applications will only be accepted online at www.CalOpps.org. Please click on the "Member Agency" button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000.

Application materials must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Background Investigation and Pre-employment Medical Examination: The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Human Resources Division on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace. THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

Supplemental Questions:

1. What steps would you take to plan and market for a special event at your facility?
 - a. How would you measure the success of the event?
2. What software applications are you familiar with that have you used to produce marketing material?
3. What is a favorite special event or program you have conducted and how were you able to market that to the community?
4. Do you speak, read, or write any language in addition to English? Please indicate language(s) and skill level.