CITY OF SAN LEANDRO
invites applications for the position of:
Recreation Supervisor I/II

An Equal Opportunity Employer

SALARY:
Monthly
$5,480.00 - $7,528.00

OPENING DATE: 02/28/19
CLOSING DATE: 03/20/19 05:00 PM

THE POSITION:
Employment Lists shall remain in effect for one year, unless terminated or exhausted. The Employment List generated from this recruitment may be utilized to fill future vacancies while the List remains active.

Currently, there are three full-time vacancies. Depending upon qualifications, the City is seeking to hire at either the Recreation Supervisor I or Recreation Supervisor II level. These positions will oversee the senior services, early childhood/youth or aquatics programs.

The Recreation Supervisor assigned to senior services will supervise a dynamic senior center serving a very diverse population, programming and community. This individual will also participate in regional program/policy meetings related to senior services, such as health care services, advocacy, and prevention. The senior population has changed over time and requires the center to similarly evolve its programming to include language-based/culturally competent programming, safety net and specialized services. This position oversees the San Leandro Senior Center programs and events and Paratransit Services.

The Recreation Supervisor assigned to early childhood/youth will play an integral role in updating the current curriculum for preschool-aged and children in grades K-5 to be more responsive and reflective to the needs of the community. As evidenced from recent market studies in San Leandro, even though transitional kindergarten (TK) has been implemented, there is a high demand for early childhood programs and the need to build on existing infrastructure, like the Spanish Play and Learn and Parent-Toddler programs. This position oversees the department's youth programs and general events; core units in Early Childhood Education/Development is highly desired.

The Recreation Supervisor assigned to aquatics should be a dynamic and experienced individual with knowledge and training specific to aquatics facilities and programs. The selected candidate will work collaboratively with internal and external partners to enhance program delivery, inspire innovation and maximize the use of resources. This position also provides CPR/First Aid and AED training for City employees. Experience in aquatics facility construction and/or renovation is highly desired.

**Position Definition:** Performs professional and supervisory work in planning, organizing and directing a variety of recreation programs and services; oversees and/or contributes to the planning and implementation of citywide special events; works cooperatively in providing assistance to ensure quality customer service and performs other work as required.
**Distinguishing Characteristics:** Recreation Supervisor I works within a framework of established policies and procedures in various programmatic areas to determine needs and methods of implementing a broad array of recreational, social and educational programs in accordance with the goals and objectives of the department; works cooperatively with internal and external partners.

Recreation Supervisor II is responsible for more difficult and complex assignments in planning, organizing and directing a variety of recreation programs and services and for the overall planning, implementation and evaluation of a combination of recreation program and service areas. The combinations may include but are not limited to facility management; adult and youth sports; contract classes; and age and group specific programs and services.

These positions assume comprehensive administrative oversight of all operational duties ensuring safety and compliance with Federal, State, and local laws, regulations, rules and/or standards.

**Supervision Exercised and Received:** Exercises general supervision over full or part-time employees and volunteers. Receives general direction from the Recreation and Human Services Manager.

**DUTIES AND RESPONSIBILITIES:**

**Essential Functions:** The functions of the classification may include, but are not limited to, the functions below and are subject to changes in operational necessity.

**Recreation Supervisor I:**

- Recruits, interviews, hires, trains, schedules, supervises and evaluates assigned Recreation Department staff and volunteers; conducts staff and project meetings;
- Prepares program and activity materials; arranges for and participates in set-up and breakdown of facilities and equipment; acts as facilitator and participates in events and activities as needed;
- Supervises the scheduling, use, care, maintenance and improvement of recreation services facilities and equipment; supervises the general operation of programs and facilities to ensure the efficient delivery of services;
- Conducts first-level staff training as appropriate, ensures compliance with safety regulations included in the Injury and Illness Prevention Program; corrects and reports safety concerns to supervisor, departmental safety coordinator or his/her designated safety resources professional;
- Performs required duties under the City's disaster response plan;
- Supervises and participates in public presentations and community meetings to inform the public of recreation services programs; participates in the preparation of press releases, flyers, pamphlets and brochures to publicize programs and events; and
- Interacts with the public and City staff to provide customer service and information to respond to questions regarding recreation programs and activities; receives complaints and facilitates resolutions.

**Recreation Supervisor II:**
• Supervises, plans and participates in overall program activity operation; ensures sufficient staff coverage and facility availability;
• Conducts new employee orientations; processes employee timesheets and payroll;
• Purchases supplies for programs and facilities as needed; processes equipment and facility rentals; processes event and activity fees;
• Oversees creation and design of department activity guide;
• Ensures policies and practices are established and maintained to provide safety for participants;
• Assists in the preparation of grants and proposals; compiles and presents related data and information;
• Is available on call for alarm company, staff support and other emergencies;
• Participates in the preparation and administration of program budgets; assists with projections of expenditures and revenues;
• Accurately maintains statistics, attendance reports, qualitative measurements, program financial reports, and related records; and
• Performs essential functions included within the Recreation Supervisor I classification as required.

Non-essential Functions:

• Leads classes and programs;
• Lifeguards and teaches swim lessons;
• Trains, records and certifies department staff in CPR and First Aid; and
• Performs other related duties as assigned.

QUALIFICATIONS:
Minimum Qualifications

Knowledge of:
Recreation Supervisor I:

Methods, techniques, and procedures used in the planning, development and delivery of community recreation programs and events;

Common recreational and social needs of various age groups;

Principles and procedures for implementing and directing community events and recreation activities;

Safety principles and procedures; and

Principles of training staff in event production and recreation programming.

Recreation Supervisor II:

Principles and techniques of leadership and supervision;

Methods and practices of assessing, planning and implementing community recreation and
human service programs and events;

Developmental needs and program content for age and group specific needs in cultural, outdoor and/or social activities;

Budget compliance and administration; and

Preventive models to be proactive in addressing human service needs and evaluation of outcomes.

**Ability to:**

*Recreation Supervisor I:*

Identify and interpret technical and numerical information; observe and problem-solve operational and technical policy and procedures;

Develop and coordinate community events or recreation programs suited to the needs of the community;

Establish and maintain an effective working relationship with those contacted in the course of work;

Analyze, interpret and explain division policies and procedures;

Communicate clearly and concisely both orally and in writing; and

Supervise, train and conduct performance evaluations of subordinates.

*Recreation Supervisor II:*

Oversee multiple program areas;

Work cooperatively and contribute equally in a fast-paced, high-energy environment;

Multitask, work and make sound decisions independently and take responsibility for decisions made;

Recruit, train, supervise and evaluate employees and volunteers; provide staff leadership;

Concurrently supervise a large number of employees; maintain outstanding customer service and complete reports and projects;

Use research and analytical thinking to understand and solve problems; use evaluative criteria in determining current and future community needs; and

Perform duties of Recreation Supervisor I.

**Experience and Education Guidelines:** Any combination equivalent to experience and education that would most likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:
Recreation Supervisor I:

**Education:** Bachelor's degree from an accredited college or university in recreation, education, social services, business or a closely-related field.

**Experience:** Two years of experience developing and implementing community programs in recreation, education, human services, customer services, or other special community programs, one year of which shall include supervising one or more employees or volunteers.

Recreation Supervisor II:

**Education:** Bachelor's degree from an accredited college or university in recreation, education, social services, business or a closely-related field.

**Experience:** Three years of experience in the development, planning, implementation, and evaluation of a combination of recreation program and service areas, two years of which shall include supervising one or more employees or volunteers.

**Licenses/certifications/other requirements:** Must be willing to work such hours as are necessary to accomplish the job requirements; travel to attend meetings, seminars and conferences, and perform work at various City locations. Classification requires the possession and continued maintenance of a valid class "C" California driver's license.

Possession and maintenance of CPR and First Aid certifications for all positions.

Possession of Water Safety Instructor and Lifeguard certifications if assigned to aquatics programs.

AED, Title 22 Certification and Instructor, Certified Pool Operator and American Red Cross Instructor-Trainer certifications are highly desired when assigned to the aquatics programs.

**Conditions of Work:** During the course of performing the functions of this position, the employee may encounter the following conditions:

- Working indoors, working outdoors, temperature changes, dust, pool chemicals, noise, computer monitor use, open flames, working alone or with other individuals.

**ADDITIONAL INFORMATION:**

**Salary and Benefits:** The current monthly salary range for Recreation Supervisor I is $5,480.00-$6,661.00 and for Recreation Supervisor II is $6,192.00 - $7,528.00. Employment may begin at any step of the range, depending upon the qualifications of the person selected. For benefit information, please refer to the Human Resources tab on the City of San Leandro website www.sanleandro.org. This position is represented by the San Leandro City Employees' Association, Local 21 IFPTE, AFL-CIO.

**Application and Selection Process:** Apply online by scrolling to the top of the job posting and clicking on the "Apply" link. Completed applications must be on file with the Human Resources Division by **Wednesday, March 20, 2019 at 5:00 p.m.**

**Important:** Applications with "See Resume" as a substitution for the work experience description and/or unclear past employment information will not be considered. The application for employment and supplemental questionnaire must be submitted to be considered for this
Based on a review of the applications, a limited number of the best qualified applicants will be invited to participate in the selection process, which may include a qualifying written examination, structured oral board interview, written exercise, or other elements determined by the City to be appropriate. All applicants invited to the examination(s) will be notified of date, time, and place of examination(s).

The selection process will consist of the following schedule:

**Week of April 8, 2019 - Structured Oral Interview and/or Practical Exercise (weighted 100%).** Candidates must achieve a passing score of 70% or higher on each weighted part in order to be placed on the Eligible List. No make-up dates will be offered.

Departmental Interview dates are to be determined.

The selected candidate will be subjected to a background investigation which may include, but is not limited to, a personal and employment history assessment, criminal history check, financial background check, medical, polygraph, psychological testing, and verification of a valid California driver's license.

In accordance with Federal law, the City of San Leandro will hire only those individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

A one-year probationary period, which is an integral part of the selection process, is used to observe and evaluate the employee's ability to effectively and responsibly perform the duties of the position.

**Americans with Disabilities Act:** In accordance with the Federal Americans with Disabilities Act, the Human Resources Division will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the Human Resources Division prior to 5:00 p.m. of the final filing deadline if accommodations are required. Medical documentation must be provided upon request.

**Disaster Service Worker:** All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

**Mission Statement:** We, the employees of the City of San Leandro are dedicated and committed to serving the citizens of this community. We strive at all times to achieve the highest professional standards, to communicate a vision of the future, and to enhance the quality of life for every citizen.

**Retirement:** The City of San Leandro contracts with the California Public Employees' Retirement System (CalPERS).

**Veteran's Preference:** If applying for first-time employment with the City of San Leandro within five years of separation from full-time active service, veteran's preference points will be given to honorably discharged veterans who served a minimum of three consecutive years of full-time, active service in the Armed Forces of the United States. Candidates must receive an overall passing score in order to qualify for the application of veteran's preference, which will
result in a three percent increment to that passing score. Applicants wishing to qualify must, prior to the application deadline, attach or provide a DD Form 214 as proof of eligibility for the veteran's preference.

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Information contained herein is subject to change without notice.

To view the job posting, visit http://www.sanleandro.org and click-on the employment tab at the top of the home webpage. On the 'Job Opportunities' page, click-on the job title to view the posting with more details about the essential job duties, minimum qualifications and salary and benefits.

APPLICATIONS MAY BE FILED ONLINE AT:  http://www.sanleandro.org

OUR OFFICE IS LOCATED AT:
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San Leandro, CA 94577
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vtaran@sanleandro.org

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