

CITY OF SAN LEANDRO
invites applications for the position of:



Recreation Supervisor I/II Assigned to Early Childhood/After School Programs

An Equal Opportunity Employer

SALARY:

Monthly
\$5,015.00 - \$6,889.00

OPENING DATE: 07/28/16

CLOSING DATE: 08/17/16 05:00 PM

THE POSITION:

The deadline to submit completed applications to the Human Resources Division is Wednesday, August 17, 2016 by 5:00 p.m., or when a sufficient number of qualified applications have been received, whichever comes first.

Ideal Candidate: The candidate will be experienced in early childhood/youth, after school and general recreation programming. This position will oversee a preschool (English and Spanish immersion) program, before and after school (grades K through 5) programs, and summer day camp.

Position Definition: Performs professional and supervisory work in planning, organizing and directing a variety of early childhood and after school 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.

The Eligible List established from this recruitment will be used to fill the current vacancy in the Recreation and Human Services Department and any future vacancies that may occur while the list remains active.

Currently, there is one full-time vacancy. Depending upon qualifications, the City is seeking to

hire either Recreation Supervisor I or Recreation Supervisor II overseeing youth programs.

The City is seeking a dynamic and experienced individual to plan and direct a broad array of youth programs and services offered to community members ages zero to 14 years old, who will report to the Recreation and Human Services Assistant Director or Director. Additionally, this position participates in the preparation and administration of program budgets and assists with grant procurement.

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 early childhood, youth, 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 human services and recreation program and service areas.

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

DUTIES AND RESPONSIBILITIES:

Essential Functions: The essential 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 and Human Services 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 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;
- 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;
- 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; and
- Performs other related duties as assigned.

QUALIFICATIONS:

To be considered for this position, an applicant must have the required experience, training, education, knowledge, skills, and abilities as stated below.

Knowledge of:

Recreation Supervisor I

- Methods, techniques, and procedures used in the planning, development and delivery of early childhood and youth programs and events;
- Common recreational and human service 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 general programming.

Recreation Supervisor II

- Principles and techniques of leadership and supervision;
- Methods and practices of assessing, planning and implementing early childhood and youth 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;
- Preventive models to be proactive in addressing human service needs and evaluation of outcomes; and
- Safety principles and procedures.

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 programs that reflect 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 project;
- 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 of experience and education that would likely provide the required knowledge and abilities is 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, human services, health, business or a closely-related field.

Experience: Two years of experience developing and implementing community programs in

recreation, education, human services, early childhood/youth, customer service, 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, human services, business or a closely-related field.

Experience: A combination of three years experience in the areas of developing, planning, implementing and evaluating early childhood/youth, recreation and human services, 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 by the end of probationary period and maintenance of CPR and First Aid certification.

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 the Recreation Supervisor I position is \$5,015.00-\$6,096.00 and for the Recreation Supervisor II is \$5,667.00-\$6,889.00. 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.

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, August 17, 2016 at 5:00 p.m., or when a sufficient number of qualified applications have been received, whichever comes first.**

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 position.

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:

Thursday, August 25, 2016 - Structured Oral Interview and/or written exercise (weighted 100%). Candidates must achieve a passing score of 70% or higher to be placed on the Employment List. This date is tentative but it is highly recommended that you plan your calendar accordingly. 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 not limited to, a personal history assessment, criminal history check, financial background check and medical.

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.

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 Human Resources prior to 5:00 p.m. of the final filing deadline if accommodations are required. Medical documentation must be provided upon request.

Agency Shop Requirement: This position is represented by the San Leandro City Employees' Association, Local 21 IFPTE, AFL-CIO, and payment of union dues or an equivalent service fee is a condition of employment.

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 honorable 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.

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.

The City of San Leandro is an Equal Opportunity Employer.

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:

835 East 14th Street
San Leandro, CA 94577
510-577-3396
510-577-6089

Job #2016-29
RECREATION SUPERVISOR I/II ASSIGNED TO EARLY
CHILDHOOD/AFTER SCHOOL PROGRAMS
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An Equal Opportunity Employer

Recreation Supervisor I/II Assigned to Early Childhood/After School Programs Supplemental Questionnaire

- * 1. Do you possess a Bachelor's degree from an accredited college or university in recreation, education, human services, health, business or a closely-related field?

Yes No

- * 2. Do you possess at least two years of experience developing and implementing community programs in early childhood/youth, recreation, education, human services, customer service, or other special community programs, one year of which includes supervising one or more employees or volunteers?

Yes No

- * 3. Describe your experience in developing, planning, and implementing early childhood/youth programs.

- * 4. Describe your experience supervising staff and volunteers. (If you do not possess experience in this area, write "None" in the space provided.)

* 5. Describe your experience preparing, managing and administering program budgets. (If you do not possess experience in this area, write "None" in the space provided.)

* 6. Please describe how you would develop a team approach with your staff.

* Required Question