



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

RECREATION COORDINATOR SENIOR CENTER

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$36.65 - \$45.84 per hour

JOB TYPE

Permanent, Full-Time

FILING DEADLINE

Monday, December 05, 2016

THE POSITION

The City of Dublin, a dynamic community, is seeking a Recreation Coordinator (Seniors). This is an exciting opportunity for an energetic and creative person to work with a dedicated Parks & Community Services staff committed to enhancing the quality of life in Dublin. Under general direction, the Recreation Coordinator is responsible for developing, organizing and supervising the daily operations of recreation activities at the Senior Center.

EXAMPLES OF DUTIES

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

- Develops, organizes and supervises the operations, activities and programs of the Senior Center;
- Recruits, trains, supervises and evaluates volunteer and part-time staff;
- Prepares promotional materials including flyers, program brochures, newsletters and press releases;
- Maintains records in connection with the Senior Center;
- Oversees facility operations; purchases supplies and equipment related to facility operations and maintenance;
- Prepares information and reports related to the Senior Center budget;
- Serves as staff to the Senior Center Advisory Committee;
- Attends day, evening and weekend meetings and events as needed.
- Other duties as assigned

CANDIDATE QUALIFICATIONS

1. Experience: Two years' experience performing progressively responsible paid work in Parks and Community Services and/or Recreation programs is required; supervisory experience is preferred.

2. Education/Training: Equivalent to an Associate's (A. A. or A. S.) degree from an accredited college or university with major course work in recreation, leisure activities or a closely related field. A Bachelor's degree is desirable.
3. Licenses/Certificates: Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

Knowledge of:

- Facility operations and recreation program management;
- Accepted techniques and methodology of supervising program activities and personnel;
- Preparing promotional literature including brochures, newsletters, flyers and press releases;
- Customer Service Techniques.

Ability To:

- Utilize staff and volunteers effectively;
- Prepare clear and concise written and oral reports;
- Evaluate program effectiveness;
- Maintain accurate program records;
- Establish and maintain effective relationships with advisory committees, community groups and organizations;
- Occasionally lift, carry, push, pull or otherwise move objects;
- Communicate effectively with diverse audiences, agencies, community groups and other City Departments;
- Work flexible hours (day, evening, weekends).

SALARY/BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **RECREATION COORDINATOR** position is **\$36.65 - \$45.84** per hour. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,680.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for mandatory Medicare.

ABOUT THE DEPARTMENT

The Parks and Community Services Department is comprised of three divisions; Parks and Community Services; Business Services Division; and Heritage and Cultural Arts.

The Parks and Community Services Division provides recreational programs and activities for groups of all ages. Additionally, the Division is responsible for management of community facilities including the Shannon Community Center, Dublin Senior Center, Dublin Swim Center, Sports Fields, and Stager Community Gymnasium.

The Business Services Division works toward providing support to the Parks and Community Services Department in the following areas: Communications, Marketing, Administrative, Human Resources, Records Retention, and Contract Administration.

The Heritage and Cultural Arts Division works toward preserving Dublin's History, encouraging creative activities, and increasing public appreciation and enjoyment of art. This Division oversees programs relating to the heritage and history of Dublin, management of the Dublin Heritage Park and Museums, cultural arts programs and projects, and Citywide special events.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates whose background and experience most closely meet the City's current needs will be invited to participate in an interview/oral board. In addition, the selection process may consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on “**Member Agencies,**” “**City of Dublin,**” then on “**Recreation Coordinator – Senior Center,**” and “**Apply Now.**” Applications must be received by 5:00 p.m. on Monday, December 5, 2016. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

The City of Dublin has determined the need to obtain additional information on selected candidates for the City’s Recreation Coordinator position. In order to continue in the City’s recruitment process, you are required to complete this supplemental questionnaire along with your online application in www.CalOpps.org

If you have additional questions regarding the recruitment please contact Human Resources at (925) 833-6605.

While it is understood that you may not have experience in all of the following areas, please briefly describe your **relevant background, experience, and level of responsibility** as it relates to each.

1. Please describe your experience supervising senior programming. (Please provide specific examples, including the name of your employer and your job title where applicable.)
2. Please describe your experience with supervision of full-time program staff, part-time staff, volunteers and independent contractors. (Please provide specific examples, including the name of your employer and your job title where applicable.)