



EMPLOYMENT OPPORTUNITY

RECREATION SUPERVISOR

Salary Range: \$18.12 - \$24.29/Hour

Closing Date: **January 18, 2019**

**City of Anderson
Personnel Department**
1887 Howard Street, 3rd Floor
Anderson, CA 96007
(530) 378-6646

Faxes Not Accepted.

DEFINITION

Under direction, to plan, promote, develop, supervise and evaluate a variety of recreation, programs, including annual summer youth and winter youth basketball programs, and to perform related responsibilities as required.

EXAMPLE OF DUTIES

Plan, promote, develop, supervise, and evaluate on-going recreation programs and special events; develop new recreation programs; organize and supervise summer playground program and winter youth basketball program; organize teen trips, dances, and concerts;; secure non-City facilities for recreation program offerings; recruit, screen and supervise recreation program volunteers; select, supervise and evaluate seasonal subordinate staff; publish fall/winter and spring/summer recreation guides; prepare and market recreation events through media releases and social media; solicit and manage grants and donations; manage the Recreation Division budget; promote the facilities and services of the Parks and Recreation Department; may purchase supplies and assist with office duties, as needed; and perform other related duties as assigned.

QUALIFICATIONS

Training and Experience – Completion of an A.A. Degree in Recreation or relevant field, or equivalent experience; must possess a valid California driver's license; willing to work odd hours to include evenings and some weekends; and two years experience working in a community recreation agency or related field.

Knowledge and Abilities - Knowledge of recreation program management; ability to create and manage recreation services responsive to the needs of a wide variety of age and interest groups; ability to work well with various groups; ability to understand and follow written and oral instructions; ability to communicate effectively orally, in writing, and on social media;

ability to prepare accurate records and reports; ability to create visually appealing promotional materials; ability to supervise others and maintain effective relationship with others.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements may include typing for prolonged periods, maintaining a sustained posture in a seated position, occasional extended hours. While performing the duties of this position, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, bend, stoop, and reach.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Acute hearing is essential for communicating with the public.

WORK ENVIRONMENT

Primarily work is in an office environment with occasional field work which may involve walking, standing, bending, stooping, and full range of body movement. The office environment noise level is usually quiet.

HOW TO APPLY

A City application form is required. A Resume may be submitted but will not be accepted in lieu of an application. Application forms may be obtained from the City of Anderson, Personnel Department, 1887 Howard Street, Floor 3, Anderson, CA 96007. (530) 378-6646, or one may be downloaded from our website at www.ci.anderson.ca.us.

SELECTION PROCESS

On receipt of completed applications, each candidate's education and experience qualifications will be evaluated; the selection process may consist of a qualifications appraisal, a written examination, an oral evaluation, or any combination of the above appropriate to the number of applications received. The scores resulting from the testing process will determine placement on an eligible list from which appointment(s) will be made.

EMPLOYMENT BENEFITS

Vacation:	10 days per year; 15 days after 5 years; 20 days after 10 years.
Holidays:	14 paid.
Sick Leave:	Earned at a rate of 1 day per month.
Retirement:	PERS - Provides 2% @ age 55 for classic employees and 2% @ age 62 for new employees entering CalPERS for the first time, Supplemental to Social Security; credited sick leave. Highest 36 months. Employee pays member share.
Insurance:	Group insurance plans for employees/dependents includes life insurance, medical, dental, vision, and disability. City pays 93.3% of monthly premium plus (effective 1/1/15) one-half of rate increases. Section 125 (Cafeteria) Plan available.

The City of Anderson is an equal employment opportunity employer and does not discriminate with regard to race, age, color, sex, religion, national origin or disability. The City of Anderson will make reasonable accommodations upon request to applicants with disabilities.