



CITY OF CAPITOLA Recruitment Notice

RECREATION SUPERVISOR Full-Time FLSA Non-Exempt \$5237/mo. - \$6369/mo.

APPLICATION DEADLINE: Monday, June 18, 2018 by 5:00 p.m.

The City of Capitola is recruiting a Recreation Supervisor. The Recreation Supervisor position works out of the City of Capitola Community Center at Jade Street park and manages the City's recreation program.

The Recreation Supervisor position has not been vacant in a number of years and City administration is currently reviewing the scope and duties of the position. The current job description may change.

In addition to the Recreation duties described below, we are looking for someone that may have experience in other areas of recreation and culture, such as public art, public visual and performing art events, as well as cultural opportunities

General Duties

Plans, organizes, coordinates and supervises a community recreation program for seniors, adults, and/or youth, including cultural arts, physical activities, special interest classes and summer programs.

Supervision Received

Works under the general supervision of the City Manager.

Supervision Exercised

Supervises recreation specialists, part time recreation staff, special interest instructors, seasonal employees, and volunteers, as assigned.

Essential Duties and Responsibilities

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control;



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prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Coordinates recreation staff in the development and implementation of community recreation programs.

Supervises classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Selects, plans and implements cultural arts, physical activities and special interest activities.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the Recreation Center.

Assists in the scheduling of activities at the Community Center.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other City departments, and the general public.

Peripheral Duties

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting arts/crafts activities for children, making arrangements for rental and use of Recreation Building, helping set up tables and chairs for classes, etc.

Serves as a member of various employee committees, as assigned.

Desired Minimum Qualifications

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in recreation or a closely related field.
- (B) Two years recreation experience including community center programming; or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of recreation philosophy, planning and administration; Considerable



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knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;

(B) Skill in operation of listed tools and equipment;

(C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

Special Requirements

Valid state driver's license or ability to obtain one.

Tools and Equipment Used

Personal computer, including word processing software; calculator; copy and fax machine; phone; cash register, automobile.

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.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment varies from quiet to moderately loud both in the office and in the field.

APPOINTMENT AND BENEFITS

Appointment: Appointment is subject to successfully passing a pre-employment physical, background and criminal history check. Before starting work, applicants must present documentation of their



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identity and authorization to work in the U.S. Following appointment, a probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list which may be abolished at any time and no longer than one year from the date of the job announcement.

Benefits: Retirement: CalPERS; 2.5%@55 for classic CalPERS members, 2%@62 formula for new CalPERS Members. Medical: contribution by the City to your health, dental and vision care; life insurance; a 457 plan, and Employee Assistance Programs. Other benefits also include vacation, sick leave, and holidays. The City does not participate in Social Security. The City offices are closed for one week, without pay, usually between Christmas and New Year's.

APPLICATION AND TESTING PROCESS

Application, resume and supplemental questionnaire must be submitted to Liz Nichols in the Personnel Department, 420 Capitola Ave., Capitola, CA 95010, by mail or email to lnichols@ci.capitola.ca.us. An application may be obtained by calling 831-475-7300 or by going to the City's website at



www.cityofcapitola.org. Applications will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose application materials clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process which may be any combination of written, oral, and/or performance exams.

Reasonable accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advanced notice and every attempt will be made to consider your request.

The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all its programs and activities.

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