



# City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

RECREATION COORDINATOR

\$1,649.87 - \$1,732.35 - \$1,818.99 - \$1,909.93 - \$2,005.45  
(Bi-Weekly Salary)

**Final Filing Date: Friday, July 31<sup>st</sup>, 2015, by 5:00 p.m.**

This is an open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply. The current vacant position is in the Recreation Division.

*The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Recreation Coordinator classification.*

**Position:** Under the direct supervision of the Recreation Supervisor, to plan, organize, coordinate and direct assigned activities and operations of the Recreation Division within the Community Services Department; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide staff assistance to the Recreation Supervisor and Community Services Director.

**Supervision Exercised:** May exercise direct supervision over seasonal, part-time, and contract staff.

**Qualifications:** Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

**Experience:** One (1) year of responsible recreation program development and implementation experience.

**Training:** Bachelor's degree from an accredited college or university with major course work in recreation administration, leisure studies or a related field.

Additional years of related experience may be substituted for up to two (2) years of the required education with one (1) additional year of experience equaling one (1) year of the required education.

**Physical and Other Requirements:** Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

Ability to work unusual hours including nights, weekends, and holidays to meet the recreational needs of the general public. Essential duties require the following physical skills and work environment: ability to work in a standard office environment with the ability to sit, stand, walk, run, kneel, crouch, and lift 50 lbs.; exposure to the outdoors; ability to travel to different sites and locations.

Bilingual (English/Spanish) skills are desirable.

**License & Certificate:** Possession of, or ability to obtain, an appropriate, valid driver's license. Possession of, or ability to obtain, certification in First Aid and CPR is desirable.

**Examples of Duties:** Coordinate the organization, staffing, and operational activities for the recreational programs and activities which provide a varied and complete program of leisure services that meet the needs of the community including youth and adult sports, special interest classes, special events, aquatics, playground, special populations, and other community programs and recreation facilities maintenance and operations. Participate in the development and implementation of goals, objectives, policies, and priorities for recreation programs and activities; identify resource needs; recommend and implement policies and procedures. Participate in the selection, training, motivation, and evaluation of assigned personnel; provide or coordinate staff training; work with seasonal or temporary employees to correct deficiencies; implement discipline and termination procedures. Coordinate, and review the work plan for providing recreation services and activities; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements. Assist in preparation and monitoring of program budgets. Assist in coordinating assigned services and activities with those of other divisions and outside agencies and organizations. Maintain records and prepare reports and promotional materials. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and leisure programming and administration. Perform related duties and responsibilities as assigned.

**How to Apply:** A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, Ph: (831) 636-4300 ext. 24.** Applications must be received in the Human Resources Division Office by 5:00 p.m. on Friday, July 31<sup>st</sup>, 2015. Copies may be downloaded from the following City website address: [www.hollister.ca.gov](http://www.hollister.ca.gov). Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

**Selection Process:** Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates will be placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass a physical, drug screen, background and fingerprints.

**Equal Opportunity/Affirmative Action:** The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

**Post-Offer Medical Examination:** Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

**Group Insurance:** Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of a variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

**Retirement:** The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder.

**Vacation Leave:** 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

**Holidays:** Twelve and a half (12 ½) paid holidays per year.

**Sick Leave:** Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

**IRS Flexible Spending Plan:** IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

**Life Insurance:** City pays \$50,000 Life & AD&D Insurance.

**Bilingual Pay:** City pays \$125 per month upon assignment.

**Deferred Compensation:** Optional Voluntary 457 and Roth Plan available.

**Other Benefits:** Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.***

**DATE OF NOTICE:** July 7, 2015