



# City of Sanger California

THE CITY OF SANGER IS CURRENTLY RECEIVING APPLICATIONS FOR THE POSITION OF:

## RECREATION SUPERVISOR

APPLY ONLINE: [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

SALARY RANGE: \$4,660 - \$5,665/month (current)  
\$4,846 - \$5,891/month (effective July 1, 2017)

APPLICATIONS MAY BE FILED AT: PERSONNEL DEPARTMENT  
SANGER CITY HALL  
1700 7<sup>TH</sup> STREET  
SANGER, CALIFORNIA 93657

FILING DEADLINE: Friday, June 2, 2017 by 5:00 PM

EXAMINATION: Written, Oral Board Interview, Performance  
Exam and/or any combination thereof

### **DEFINITION**

Under general direction to plan, develop, and implement assigned city wide recreation programs of average difficulty involving supervision of support staff and to perform other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this position have considerable independence in selection work methods of procedures. Instructions given by the Public Works Director generally do not provide all of the information needed to complete the assignment. The Recreation Supervisor is expected to resolve most problems confronted through the application of judgment and precedent, referring only those which involve the establishment of new procedures or which involve solutions that are inconsistent with departmental procedures and policies to the Public Works Director. Note: overtime or irregular hours may be required.

**Equal Opportunity Employer**

**EXAMPLES OF DUTIES**

An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

- Supervise day-to-day operation of the Parks and Recreation Division;
- Plan, organize, supervise and promote existing seasonal recreation programs
- Publicize departmental programs through development and use of brochures, news release and other media;
- Requisition materials and equipment
- Interpret City recreation policy to participants and the general public;
- Train and supervise full-time and part-time volunteers and recreation staff in the methods and procedures of the City and division;
- Communicate with school district and City officials regarding facility use and transportation;
- Inspect and evaluate the adequacy of recreational services;
- Supervise recreation leaders;
- Prepare reports covering recreational activities and attendance;
- Demonstrate methods of organizing and teaching leisure activities;
- Secure the interest and support of neighborhood community groups;
- Operate City vehicles;
- Prepare budgets, financial reports, and other office detail;
- Staff liaison to Parks & Recreation Commission;
- Coordinate all citywide special events and co-sponsored special events;
- Write and administer grants;
- And other related work as required.

**LICENSES/CERTIFICATIONS**

- Possession of a valid Class C California driver's license issued by the Department of Motor Vehicles and a responsible driving record.
- Pool Operator Certificate.
- Possession of a Park Playground Inspectors Certificate within 18 months of appointment.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

- Methods and techniques of developing and organizing group recreation and social activities.
- Rules, practices and equipment used in specialized recreation activities.
- Basic math.
- Basic principles of supervision and training.
- English usage, spelling and grammar.

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### Knowledge of (continued):

- Record-keeping procedures.
- Public relations techniques.
- Appropriate safety precautions and procedures.
- Fiscal budgeting methods and techniques.
- Grant & proposal writing.

### Ability to:

- Formulate and execute diverse City-wide recreation programs.
- Promote and publicize recreation programs to maintain public interest.
- Schedule and supervise the work of full-time and part-time staff.
- Speak effectively before large groups of people.
- Communicate effectively in written and oral form.
- Demonstrate and train others in leisure activities.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Prepare, implement, and administer budgets for the division.

## **MINIMUM QUALIFICATIONS**

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is a baccalaureate degree with a major in recreation administration, physical education or a closely related field; and two years of professional level experience performing recreation leadership work.

**SELECTION PROCEDURE:**

Applications received by the filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications 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. Appointment is subject to successfully passing a background and criminal history check. Before starting work, applicants must present documentation of their identity, authorization to work in the United States, and California Department of Motor Vehicles driving record. Following appointment, a minimum six-month probationary period is required as the final phase of the selection process.

**APPLICATION PROCESS:**

Applications are available at Personnel Department, City Hall, 1700 7th Street, Sanger, CA 93657 or [www.ci.sanger.ca.us](http://www.ci.sanger.ca.us). Applications must be complete and received prior to the filing deadline. **POSTMARKS ARE NOT ACCEPTED.**

Resumes will not be accepted in lieu of a completed application. All statements made on the application are subject to verification; false statements will be cause for disqualifications or discharge.

AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN, MINORITIES & HANDICAPPED INDIVIDUALS ARE  
ENCOURAGED TO APPLY

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. Questions regarding this announcement may be directed to the City of Sanger Personnel Department.