

**Recreation Leader IV  
Office and Marketing Assistant  
at the Alviso Adobe Community Park  
(Part-Time, Temporary 1000 Hours)**

**\$13.52 - \$16.42 per hour to start** (depending on experience)

**Closing Date: July 3, 2014**

The Community Services program seeks a part-time Recreation Leader to work as an Office and Marketing Assistant at the Alviso Adobe Community Park for our Environmental Education Program.

**Position**

Under the direction of the City's Naturalist, the Office and Marketing Assistant will perform a variety of functions, including customer service and outreach, administrative assistance for programs, and market the Park and programs. See typical duties below for additional responsibilities.

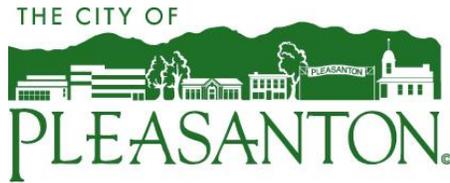
May work up to 20 hours per week on a 12-month, year-round, schedule:

- Generally three to four days per week, Tuesday through Sunday, between 9:30 a.m. and 4:30 p.m. (May vary during seasonal months)
- May require some evening meetings or activities.

This is a part-time, temporary position and cannot work more than 1,000 hours per fiscal year. It does not offer PERS retirement benefits, but does contribute to Apple and Medicare. CPR, First Aid and AED certification are required and can be completed after being hired.

**Typical Duties**

- Outreach to the community and market park programs and activities.
  - Write and publish monthly online newsletter
  - Design and create program marketing materials, including brochures, posters, flyers and banners
  - Develop and maintain park website
  - Manage social media accounts
  - Post programs to news and community calendars; work with PIO to issue press releases as needed
  - Assist with outreach to community organizations and facilitate program partnerships as assigned
  - Participate in outreach activities, such as Make a Difference festival and First Wednesdays events, as assigned

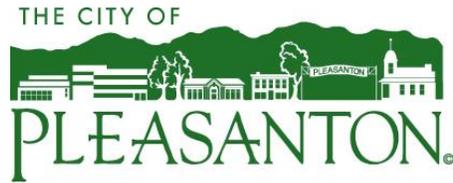


- Research potential sponsorship, grant and funding opportunities as assigned
- Perform general office tasks
  - Assist with activity registration in CLASS. Compose and send program/activity reminders and notices to registrants
  - Assist with activity scheduling and calendar maintenance
  - Oversee file management, including records retention in accordance with City policy and procedures
  - Order and manage office supplies
  - Assist with cash deposits in accordance with City policies and procedures
- Assist with park oversight and maintenance
- May assist Recreation Supervisor and Manager as needed
- Additional duties as assigned by the Supervisor

**Qualifications:**

- Demonstrated experience performing a range of administrative functions, including customer service, scheduling and calendar maintenance, electronic and paper file management, supply management, and cash handling
- Excellence in written and oral communication skills, with experience writing correspondence, reports and proposals
- Experience developing and producing procedures, forms, communications, marketing materials, etc. in support of programs
- Proven ability to organize information and activities with attention to detail and time lines
- Proven ability to work independently, with minimal supervision, and manage competing priorities
- Proven ability to establish and maintain effective working relationships with the public and City employees and officials, acting in a professional, tactful and appropriate manner
- Expert knowledge of Microsoft Office suite, including Word, Publisher and Excel, on a PC system
- Demonstrated accuracy in typing and data entry
- Ability to process program registration and payments (cash, check, credit card) and conduct daily reconciliation procedures using a computerized system
- Experience developing web content and managing a web page preferred
- Experience with the CLASS registration system desired

**The Selection Process:** The Recreation Supervisor will review applications as they are received. The most qualified applicants will be invited for an interview that may be concluded by the middle of July 2014. A reference check will be conducted prior to making an offer.



**Prior to starting employment**, the selected applicants must provide a copy of a certificate showing that he/she has undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants selected for the positions will be required to undergo and successfully pass a City of Pleasanton fingerprint check and physical prior to starting employment.

**If you are interested in these positions**, please complete the City Application available at <http://www.ci.pleasanton.ca.us/services/employment/>

If you have questions about this position, you may contact Dan Villasenor, Recreation Supervisor at [dvillasenor@cityofpleasantonca.gov](mailto:dvillasenor@cityofpleasantonca.gov) -or (925) 931-5348.

**The Division:** The Civic Arts Division offers programming through the Firehouse Arts Center which includes a performing theater and the Harrington Art Gallery, Amador Theater and the Alviso Adobe Community Park. Offerings include programs on cultural history, environmental education, fine arts and performance arts for all ages.