

## SELECTION PROCESS

The qualifications of each applicant, as set forth in the employment application, will be reviewed.

Due to an anticipated large response, only the first 100 applications received will be considered for the next phase. Additional applications may be processed as necessary. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

## TO BE CONSIDERED

If you are interested in this outstanding career opportunity, please consider submitting your application and supplemental questionnaire through our online application process at [www.cityofpleasantonca.gov](http://www.cityofpleasantonca.gov). Incomplete applications will not be accepted. Applications are also available at the Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566. Deadline for submission of applications is 5:00 p.m. on Friday, March 22, 2013. Postmarks will not be accepted.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications, please contact Human Resources at (925) 931-5048.

## COMPENSATION & BENEFITS

\$5,781- \$7,027 per month

Choice of One of Three  
Comprehensive Health Plans

Dental Plan Coverage

Life Insurance Coverage of \$35,000

11 Paid Holidays

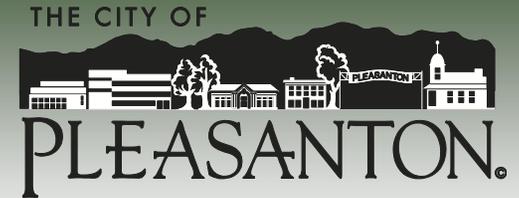
7 Floating Holidays

Paid Sick Leave

Long Term Disability Plan

Vacation accrual of 6.667 hours/mo.

PERS Retirement Plan



*Announces*

**EMPLOYMENT**

**OPPORTUNITY FOR**

**Recreation Supervisor  
Youth and Adult Sports**

**COMMUNITY SERVICES DEPARTMENT**

**Full-Time Position  
\$5,781.00- \$7,027.00 per month**

**Filing Deadline  
5:00 p.m., March 22, 2013**

**Please apply online at:  
[www.cityofpleasantonca.gov](http://www.cityofpleasantonca.gov)**



## THE COMMUNITY

One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

Pleasanton is a community of 68,755. We are a family-oriented community and pride ourselves on our numerous parks, recreation facilities and programs. Pleasanton is also home to thriving business parks and the regional Stoneridge Mall.

Our Downtown is the heart of our community -- the setting for festivals, street parties, parades, weekly summer concerts, Saturday farmer's markets and other special events. Downtown also offers some of the finest dining and shopping in the Tri-Valley. Pleasanton is home to the Alameda County Fairgrounds which hosts statewide and regional events, as well as the annual Alameda County Fair.

## THE DEPARTMENT

The Community Services Department coordinates a variety of leisure and human services for Pleasanton residents. These services include sports and recreational activities for youth and adults, classes, cultural arts, special programs for children, senior citizens, and the disabled.

## THE POSITION

Under the direction of a Community Services Manager, this position is responsible for developing, organizing and supervising recreation activities in youth and adult sports. The Recreation Supervisor is responsible for recruiting, training and supervising over 200 part-time staff, volunteers and contractors.

This position provides oversight and schedules fields for local sports organizations, coordinates program activities with community groups, schools, and clubs and collaborates frequently with the Pleasanton School District to arrange for use of facilities. The City of Pleasanton and the Pleasanton School Unified School District also jointly own and operate the gymnasiums on the three middle school campuses. The Recreation Supervisor oversees program registration, schedules and maintains facilities, and provides instruction and direct leadership in program areas.

Time is shared between working in the field as well as in the Community Services Department office. The Recreation Supervisor is responsible for preparing budgets, maintaining records, and generating reports for assigned program areas. This position serves on City committees as assigned, undertakes publicity activities and enforces department policies and procedures.

The Recreation Supervisor works a varied schedule, including evenings and weekends, to meet program needs. Although this position will not primarily work at the Aquatics Center, the Recreation Supervisor may also serve as a back-up supervisor for the facility and staff.

## THE IDEAL CANDIDATE

The ideal candidate will be an experienced, committed recreation professional. A four year degree in Recreation or related field is preferred. We are seeking an individual who is energetic, results oriented, enthusiastic and has a proven commitment to serving the community.

The ideal candidate will possess strong organization, oral and written communication skills. The Community Services Department is seeking a candidate with budgeting and sports programming experience (knowledge of CLASS registration system is a plus).

We desire that the Recreation Supervisor have experience working with volunteer based sports organizations, building and maintaining working partnerships with a variety of organizations, possess some basic knowledge of field maintenance practices, and experience in supervising part-time and full-time staff.

The Recreation Supervisor attends evening meetings and weekend programs and events; therefore a flexible work schedule is required.

The Community Services Department is a committed and effective recreation team. The Recreation Supervisor should possess a "can-do" attitude and be willing to assist in all areas within the department.

