

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 through our online application process at 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, January 10, 2014. 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

\$5,250 to \$6,380 per month

Choice of One of Three
Comprehensive Health Plans

Dental Plan Coverage

Life Insurance Coverage of \$35,000

11 Paid Holidays

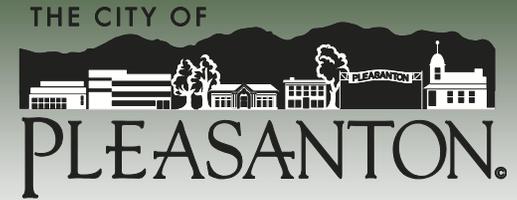
7 Floating Holidays

Paid Sick Leave

Long Term Disability Plan

Annual Vacation beginning with 10 days

PERS Retirement Plan



Announces

EMPLOYMENT

OPPORTUNITY FOR

Recreation Coordinator

Preschool, Youth and Teen Programs

COMMUNITY SERVICES DEPARTMENT

Full-Time Position

\$5,250 to \$6,380 per month

Filing Deadline

5:00 p.m., Friday January 10, 2014

Please apply online at:

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 general supervision from a Recreation Supervisor, the Recreation Coordinator has the primary responsibility for designing, developing, implementing and evaluating recreation programs for the Community Services Department. Current projects assigned to this position include: coordination of the Gingerbread Preschool program and part-time temporary preschool teachers, coordination of Youth and Teen school year activities, summer camps, Teen Job Fair, Youth in Government Day, Ptownlife.org website, Parent/Teen Forums, Leadership in Training, Summer Department Training Program, and Youth Master Plan Implementation initiatives. Additionally, the Recreation Coordinator will train, supervise and evaluate program staff.

The Recreation Coordinator attends evening and weekend programs and events; therefore a flexible schedule is required. This position will work in coordination on other projects as assigned by the Recreation Supervisor and/or Community Services Manager.

THE IDEAL CANDIDATE

The ideal candidate will possess:

- Certification in CPR, First Aid (required).
- Valid Class C California Driver's License.
- Any equivalent combination of training and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. A typical way to do this may be: graduation from an accredited college with a

bachelor's degree in recreation or a related field and one to two years of progressively responsible experience in the field.

The ideal candidate will have knowledge of:

- Recreation, cultural, human services, and social needs of the community.
- Modern theories, techniques, and methods for planning, implementing and maintaining a variety of recreation, leisure and human services activities and programs through community participation.
- Principles and practices of program administration, including budgeting, purchasing and personnel management.
- Principles and techniques used in recreation programming, supervision and performance management.
- Graphic design and website maintenance, including social media sites preferred.

The ideal candidate will possess the ability to:

- Organize people, supplies, equipment and facilities.
- Plan, schedule and evaluate activities.
- Develop, coordinate and implement suitable recreation and community services programs and marketing materials.
- Communicate effectively, both verbally and in writing and keep organized records.

