

SELECTION PROCESS

Due to an anticipated large volume of 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 qualifications of each applicant, as set forth in the employment application, will be reviewed. 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. Applications are also available at the Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566. Incomplete applications will not be accepted. **Deadline for submission of applications is 5:00 p.m. on Friday, May 30, 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

\$4,200- \$5,105 per month

Choice of One of Three Comprehensive Health Plans

Dental Plan

Life Insurance Coverage of \$35,000

11 Paid Holidays

7 Floating Holidays

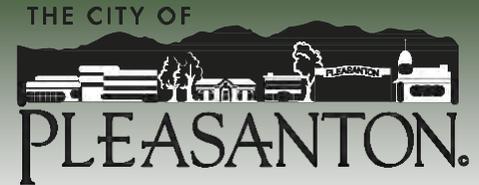
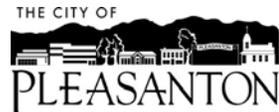
Paid Sick Leave

Long Term Disability Plan

Annual Vacation Beginning with 10 Days

PERS Retirement Plan

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.



Announces

EMPLOYMENT

OPPORTUNITY FOR

**Senior Recreation
Program Specialist**

**COMMUNITY SERVICES
DEPARTMENT**

**Full-Time Position
\$4,200- \$5,105 per month**

**Filing Deadline
5:00 p.m., Friday, May 30, 2014**

**Please apply online at:
www.cityofpleasantonca.gov**



THE DEPARTMENT

The Community Services Department provides planning for the development and improvement of community service facilities. The Department also 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, the Senior Recreation Program Specialist is responsible for developing, implementing, and supervising the personnel and activities of the assigned program. This classification is assigned to Youth & Adult Sports, Environmental Education, Firehouse Arts Center and Community Services Administration. Will perform related work as required. **The current opening is in Marketing.**

Typical duties include:

- Implementation of programs including securing facilities, supplies and equipment, training staff and scheduling activities.
- Assists in ensuring program staff, equipment and supplies are available and ready prior to the start of program activity.
- Schedules staff, programs and facility usage.
- Ensures activities run smoothly and according to program objectives and guidelines, and general departmental philosophy.
- Maintains a variety of program records including attendance, accounting, accident/incident reports and citizen concerns.
- Receives and accounts for program user fees.
- Enforces City and Department rules and regulations.

- Performs routine facility/equipment maintenance tasks.
- Renders basic First Aid /CPR as necessary.
- Trains, supervises and evaluates staff including part-time, temporary and volunteer staff.

THE IDEAL CANDIDATE

The ideal candidate will possess:

Knowledge of:

- General recreation programming principles.
- Philosophy, rules, laws and/or regulations of assigned recreation program.
- Coordinate marketing and publicity of Community Services programs including: classes; youth & adult sports; aquatics; seniors; adaptive recreation; para-transit; preschool, youth & teens, performing, literary & visual arts and special events.
- Maintain Departmental websites and other methods of web-based and social media.
- Modern principles and practices of the marketing and promotion of parks and recreation programs.

Ability to:

- Organize people, supplies, equipment and facilities.
- Plan and schedule activities.
- Produce graphic design for event programs, invitation, and other collateral materials.
- Market programs, projects and events through print, telecommunications and electronic media.
- Operate and use computers and their related software and peripheral equipment.
- Write and edit information for the Activities Guide, articles, press releases, website, social media and other communications.

- Administer basic First Aid/CPR. Perform routine maintenance tasks.
- Work evenings, weekends and/or extended hours during community events.

Skill to:

- Develop and implement effective related program curriculum/content.
- Understand, evaluate and resolve problems and conflicts.
- Communicate effectively, both verbally and in writing. Write clearly and keep organized records.
- Exercise good judgment, tact, and courtesy.

Education and Experience:

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:

Possession of an Associate of Arts degree in the specialty area (**Marketing**), or a closely related field. Two years full-time experience assisting and coordinating key aspects of a recreation program (preferably in specialty area), including supervisory experience.

License & Certifications:

- A valid Class C California Driver's License
- Certification in First Aid and CPR are required. Other certifications are desirable for verification of skills in specific program areas.

