



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

PROGRAM SPECIALIST

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Sunday, June 27, 2021 at 5:00 PM

SALARY

\$20.75-\$42.44 per hour

THE POSITION

The City's Parks and Community Services Department is looking a creative, personable self-starter to serve as Program Specialists within the Family Services Youth Sports program areas:

The position supports the Youth Sports programs and camps which include: two Junior Warriors basketball leagues operating from January through March and June through July; fall instructional basketball clinics, summer Camp at Stager Community Gym; T-Ball league operating from September through October and adult sports (Softball and Basketball).

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Under supervision, assists with planning, coordinating and implementing programs and projects within an assigned area.
- Provide assistance in the analysis, implementation and monitoring of City programs.
- Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives.
- Conduct surveys and perform routine research and statistical analyses as requested; prepare related reports.
- Compile materials and assist in the preparation of reports, manuals, publications and miscellaneous public information literature.
- Participates in assessing and requisition supplies for programs as needed.
- Assist with recruiting, training and supervising volunteers and part-time staff.
- Assist with administrative tasks including the maintenance of records, files and other data.
- Assists in the assurance that City activities start and finish in the prescribed manner and time frames.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good program delivery and customer service.

QUALIFICATIONS

Training and Experience:

1. Education: Course work equivalent to an Associate's Arts or Science Degree (A. A. or A. S.) from an accredited college or university with major course work in an area of study relevant to the assigned program area.
2. Experience: Two years of progressively responsible paid experience in programming and project areas representative of the assigned program area.

Knowledge Of:

- Techniques and methods related to the coordination of the assigned program or project.
- Basic budgeting techniques.
- Pertinent local, State and Federal laws, ordinances and rules.
- English language usage, spelling, punctuation, and grammar.
- Principles and practices of record keeping.
- Methods of program planning and evaluation.
- Operational characteristics of the assigned Parks and Community Services program or project.
- Customer service techniques.
- Principles and practices of standard safety precautions.

Ability To:

- Assist with planning, coordinating and implementing programs and projects.
- Communicate in an effective manner, both orally and in writing.
- Use a personal computer, including word processing, spreadsheet, database, and desktop publishing applications and CLASS registration software.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Attend day, evening, and weekend programs and events.
- Problem-solve conflicts and disputes.
- Analyze, interpret and explain program policies and procedures.
- Prepare written reports, newsletters, flyers and other written materials.
- Exercise good judgment, tact and courtesy.

Licenses, Certificates and Special Requirements:

- Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.
- Possession of a valid California Class C Driver's License and a Certificate of Automotive Insurance for Personal Liability.
- Current certification in First Aid and CPR is preferred.
- This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures. On an intermittent basis, sit at desk for long periods of time, stand, walk, and bend while conducting/reviewing programs; squat, climb, kneel and twist intermittently when setting up various programs; perform simple grasping and fine manipulation; and lift or carry weight of 50 pounds or less. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information; resolve customer services issues; interact with City staff, volunteers, vendors, and the public.

BENEFITS

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal position.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department is subject to a background check, including fingerprinting prior to employment.

Pursuant to the City's Personnel Rules Section 23, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of ancestry, age, color, disability, genetic information, gender, gender identity or gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex or sexual orientation.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6650 regarding the type of reasonable accommodations needed within three days following recruitment closing date.