



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

RECREATION SUPERVISOR

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$8,825 - \$11,030 per month

JOB TYPE

Permanent, Full-Time; The City has two vacancies to fill.

FILING DEADLINE

Tuesday, April 11, 2023 @ 5:00 PM

THE POSITION

The City of Dublin, a dynamic and growing community, is seeking two energetic leaders to serve as Recreation Supervisors for the Parks and Community Services Department. Under the general direction of the Parks and Community Services Director, the Recreation Supervisor is responsible for management of municipal recreation programs and facilities, including planning, organizing, and implementing a variety of recreational services, activities, and programs.

In addition, the City wishes to create an eligibility list should a future vacancy occur.

IDEAL CANDIDATE

The ideal candidate enjoys the challenges of working in a fast paced and growing organization. She or he has a customer focused management style, and the experience leading and mentoring employees to be creative, collaborative, and successful at achieving organizational expectations. He or she is friendly, approachable, and has the emotional intelligence to work effectively as part of a team, and values different work styles. He or she should have the highest ethical standards and be sensitive to the visible role local government plays in the community.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Manages, develops, organizes, and supervises the daily operation of municipal recreation programs and facilities in assigned program area that may include playgrounds, preschool, teens, adult/youth sports, special events, senior citizens, leisure enrichment classes and aquatics; maintains records in connection with the assigned program area.
- Recruits, trains, supervises, and evaluates program and clerical staff, volunteers, part-time staff, and independent contractors.
- Develops and manages operating and capital expenditure budgets and program revenue budgets.
- Develops and manages contractual service agreements.
- Researches and prepares staff reports, promotional materials including flyers, program brochures, newsletters, press releases and related material.

- Schedules use of facilities and oversees maintenance activities and obtains necessary supplies and equipment related to facility operation.
- Prepares preliminary budget for Department Head review; recommends program priorities and staff needs; supervises the collection and accounting of monies; maintains records and contracts in connection with assigned program areas; monitors and controls expenditures of division and maintains an inventory control system.
- Applies City and department policies, procedures, rules, and regulations pertaining to the work and to the work group; initiates official disciplinary actions as necessary; identifies and/or resolves complaints as needed.
- Meets with citizens, community groups and public and private agencies to discuss programs, clarify procedures, and identify needs; makes and receives phone calls, attends meetings and conferences and makes public presentations.
- Identifies alternatives for improving services, considering such factors as cost/benefit and marketing analysis, safety of personnel and effects on operations and level of service; recommends and implements improvements as directed.
- Effectively coordinates activities with Department staff, other City staff, outside agencies, contractors, business representatives, community groups and other customers.
- Attends day, evening and weekend meetings and events.
- Performs other duties as assigned.

CANDIDATE QUALIFICATIONS

1. Education/Training: Equivalent to a Bachelor's degree from an accredited college or university majoring in Recreation Administration or in a closely related field.
2. Experience: A minimum of three years of full-time professional (paid) experience in recreation programming or administration, including one year of lead responsibility and/or supervisory experience.
3. Licenses/Certificates: First Aid and CPR Certification preferred. For aquatics positions, Life Guard and Water Safety Instructor certificates are desirable. Possession of a valid California Class C Driver's License and Certificate of Automobile Insurance for Personal Liability to be secured prior to employment and maintained current as a condition of continued City employment.

Knowledge of:

- The objectives, trends, techniques and principles of Recreation Administration and program development and management.
- Related marketing, budgetary, organizational, staffing, supervisory principles, and techniques essential to the operation of an effective recreation program.
- Customer service techniques.
- Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.

Ability To:

- Effectively manage assigned operations and facilities and supervise assigned personnel.
- Keep informed of changes in information, technology, software and other equipment and methods that have potential for improving departmental service delivery goals.
- Identify ways of achieving improvement and efficiency in a fashion responsive to the needs of the City's customers.
- Effectively communicate in writing and verbally.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.

SALARY/BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **RECREATION SUPERVISOR** position is **\$8,825 - \$11,030** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance pay system
- Choice of medical plans through PERS with the City contributing up to \$2,030.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees’ Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$1,000 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Wellness reimbursement program \$25 per month
- Employee Assistance Plan
- Education reimbursement program
- Civic Service Leave (Volunteer time off) – 8 hours per fiscal year
- Fourteen paid holidays (including two floating holidays) per year
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours.
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity.

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE DEPARTMENT

The Parks and Community Services Department is comprised of three divisions: Recreation, Aquatics and Heritage and Cultural Arts. The department provides an array of programs and activities in support of the City’s goal to build community. In addition, the department boasts some popular community facilities, including the newest facility, The Wave (a 31,000 square-foot aquatic center anchored by an indoor pool and waterpark elements opened in 2017).

ABOUT THE CITY

The City of Dublin was incorporated in 1982 and is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. According to the 2020 Census, the City has a population of 72,589 within 15.23 square miles. Dublin’s strategic “crossroad” location at the intersection of Interstates 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City’s customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a “can do” attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

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.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate based on race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

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

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on “**Member Agencies,**” “**City of Dublin,**” then on “**Recreation Supervisor,**” and “**Apply Now.**” Applications must be received by 5:00 p.m. on Tuesday, April 11, 2023. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

The City of Dublin has determined the need to obtain additional information on selected candidates for the City’s Recreation Supervisor position. To continue in the City’s recruitment process, you are required to complete this supplemental questionnaire along with your online application in www.CalOpps.org

If you have additional questions regarding the recruitment, please contact Human Resources at (925) 833-6650.

1. As a Recreation Supervisor, you will supervise full-time staff in different areas. Please describe your experience in each of the following:
 - a) Youth & Adult Sports
 - b) Senior Programs
 - c) Large City-wide Special Events
 - d) After School, Day Camp, and Pre-school Programs
 - e) Facility Rentals, including banquet facilities, picnic areas, and athletic fields
2. Describe your experience overseeing full-time staff, including recruitment, training, team building, and motivation of employees.
3. Describe your experience preparing staff reports and presenting to commissions, City Council, or other groups.