



City of Milpitas

We invite applications for the position of:

Program Coordinator Aquatics and Fitness

Annual Salary Range: \$ 65,181 - \$ 85,797

Post Date: January 17, 2018

Close Date: January 30, 2018

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

Under the leadership of the Recreation Services Supervisor, this position is responsible for professional duties consisting of, but not limited to coordinating, supervising, scheduling, Aquatics and Fitness programs, training of staff, budget preparation and monitoring, report writing and working and planning special events for Aquatics and Fitness program areas.

What You Will Do

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

- Provides direction to and supervises temporary and volunteer staff, including selecting, monitoring, training, scheduling and determining workloads; assists with hiring, disciplinary and evaluation processes.
- Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the assigned recreation area(s).
- Participates in the preparation and administration of assigned recreation program budget.
- Plans, evaluates and coordinates programs, classes, activities and special events.
- Monitors the day-to-day operations of programs and events, including making site visits, handling and resolving complaints not requiring the attention of a supervisor and ensuring that programs and events have required materials and supplies.



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- Formulates and organizes program plans and schedules for seasonal and year-round activities such as athletic leagues, aquatics programs, special events and day and summer camps.
 - Acts as liaison and representative with a variety of advisory boards, commissions, and community groups.
 - Initiates and collaborates on creating program flyers, brochures, catalogs and newsletters.
 - Enforces safety and operating procedures and provides for maintenance needs including compliance with health and safety codes and building codes.
 - Performs other duties of a similar nature or level.

Experience and Education

A Bachelor's degree from an accredited college or university with major coursework in recreation, public administration, physical education, or a closely related field, OR Additional years of increasingly responsible, directly related work experience may be substituted for education on a year-for-year basis AND Two years of responsible experience in the area of public recreation including significant programming experience and part-time staff supervision responsibilities.

License and Other Requirements

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Possession of or ability to obtain and maintain is required within 90 days of appointment:

- American Red Cross Lifeguarding Certification
- First Aid and CPR for the Professional Rescuer Certifications
- ARC Lifeguarding Instructor
- ARC Water Safety Instructor (preferred)
- Certified Pool Operator or Aquatic Facility Operator

Special Requirements

General office environment and to attend meetings at various sites within and away from the City, and have the availability to work off-hour shifts or events as required; sit and/or stand for long periods of time, repetitive keyboarding; reach, squat, lift, and carry up to 40 pounds; mobility to lead groups in activities; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.



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To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

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 alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits. This position is represented by the Milpitas Professional and Technical bargaining group. Benefits Information is available online at:

http://www.ci.milpitas.ca.gov/_pdfs/hr_mou_protech.pdf

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/2016-Miscellaneous-Employees-Benefits-at-a-Glance.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.