



City of San Pablo (CA)  
**Community Services Coordinator I/II**

<b>SALARY</b>	\$36.25 - \$49.79 Hourly \$5,891.00 - \$8,091.00 Monthly	<b>LOCATION</b>	CA, CA
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	04012024
<b>DEPARTMENT</b>	Community Services	<b>OPENING DATE</b>	04/01/2024

**Filing Deadline: Tuesday, April 30, 2024 at 11:59 p.m.**

**Applications MUST be submitted online at [www.GovernmentJobs.com](http://www.GovernmentJobs.com)**

**THE POSITION:**

The City of San Pablo is actively recruiting for a Community Services Coordinator I/II position to plan, organize, and direct services and programs within the Community Services Department for our senior population, volunteer programs and city-wide special events. Our senior programs provide opportunities for adults 50 years of age and older, to engage in active and healthy programming. The Church Lane Senior Center hosts a congregate lunch program, numerous senior focused special events, weekday door-to-door transportation service (managed by a different full-time coordinator) and drop-in programs and classes. The city hosts 10-12 city-wide special events each year that include family dances, spring egg hunt, Cinco de Mayo celebration, Movies Under the Stars, 4th of July Multi-Cultural celebration, Halloween, Veterans Day and a Winter Wonderland Festival. The Community Services Department relies heavily on volunteers for both special events and senior programs and wants to expand the volunteer recruitment and training program.

**Examples of Duties / Knowledge & Skills**

- Under general supervision of the Community Services Supervisor, the Coordinator is responsible for program development, marketing, implementation, administration, and evaluation of recreational and enrichment programs for the City's 1) senior population, 2) volunteer programs and 3) citywide community events. Plans and implements all necessary operational components for each program area including purchasing supplies, developing and managing registration processes, booking facilities and managing the Church Lane Senior Center. Plan and execute trips / excursion around the bay area for the senior population.
- Prepare budget recommendations for assigned areas and control and monitor expenditures against approved budgets, including responsibility for financial accountability of program areas. Apply for grant initiatives to provide supplemental funding to senior programs. Identify and cultivate sponsorship opportunities to financially support senior programs and special events.
- Prepare and monitor service contracts. Take initiative to improve program delivery methods, lead program-level evaluation, and select, train, monitor, schedule, and supervise part-time staff, contract staff, volunteers and one full-time Administrative Clerk II position. Attend meetings of local and statewide professional organizations related to program areas. Partner with older adult / senior services providers and staff the city's Senior Advisory Board, a volunteer board that advises on senior programming and funds the majority of the senior program budget. Liaison with special event partners and community groups while executing 5-6 citywide special events annually.

- Responsibilities may include some evening, weekend, and holiday assignments. For additional information about the position, see the Job Description page of the City's website.

## Minimum qualifications & Requirements

### Knowledge of:

- Principles, practices, and methods of implementing community, recreational and senior related programs, activities and events as assigned.
- Socio-economic, cultural and socio-emotional diversity.
- Principles and practices of excellent customer service.
- Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

### Ability to:

- Learn to perform planning and coordination for a variety of functions for the Community Services Department including parks and recreational services or community-based programs.
- On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Learn to maintain and inventory equipment used in various activities as assigned.
- Learn to maintain required documentation and records.
- Learn to respond to participant questions and refer complaints or concerns appropriately.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Learn first aid, CPR, and safety protocols and relevant policies, rules and procedures related to area of assignment.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

**Education and Experience:** Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in community services management, recreation, human services, social work, or a related field.

**Experience:** Two (2) or more years of demonstrated and progressive experience in the development and coordination of programs, services, activities and events required. Experience in recreation programs servicing senior populations, volunteers and special events is highly desirable including some responsibility for directing the work of part-time staff, contractors, and/or volunteers.

**License and Certificate:** Possession of, or ability to obtain, valid California Driver's License. First aid, CPR, and safety protocols and relevant policies, rules and procedures related to area of assignment, and California Park and Recreation Society membership is highly desirable.

## Supplemental information

### How to apply:

Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>.

For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com by the date and time listed. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

**Recruitment timeline:** Although dates may change, we suggest planning your calendar accordingly, as these are currently the only interview dates.

**First Round Interviews:** Tuesday, May 14, 2024

**Second Round Interviews:** Tuesday, May 21, 2024

**Estimated Start Date:** July 2024

**Background investigation and Pre-employment medical examination:** Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which may include a TB test. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

**The information contained herein does not constitute either an expressed or an implied contract of employment and these provisions are subject to change.**

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#### Agency

City of San Pablo (CA)

#### Address

1000 Gateway Avenue

San Pablo, California, 94806

#### Phone

510-215-3000

#### Website

<http://www.sanpabloca.gov>

### Community Services Coordinator I/II Supplemental Questionnaire

#### \*QUESTION 1

Describe your strengths in planning, executing and evaluating programs for active adults / seniors (age 50 +). Give at least one example of a senior program / activity you have planned and/or executed and describe your role from start to finish.

#### \*QUESTION 2

**When facing multiple priorities and competing deadlines, what techniques do you use to prioritize and multi-task to achieve your goals?**

**\*QUESTION 3**

**Describe your experience with special events. Give the title and description of the event(s), target audience, your specific role and what measurements you used to evaluate success.**

**\*QUESTION 4**

**Teamwork is a key component of working in a professional setting. Give an example of a time you contributed to a larger project involving multiple programs and/or staff members.**

\* Required Question