



We invite applications for the position of:
COMMUNITY SERVICES SUPERVISOR
\$8,310 - \$9,911 MONTHLY
Plus a comprehensive benefits package

The City of San Mateo Parks and Recreation Department is looking for highly qualified, experienced Community Services Supervisor

The Department

The Parks and Recreation Department's mission is to enhance the quality of life and strengthen the bonds of community by providing an appropriate mix of safe, well-maintained and well-designed parks, open spaces, and community center facilities that are accessible for all residents; provide enriching leisure opportunities for all age groups; and to preserve and protect the City's natural resources, including its urban forest, public open spaces, and landscaped medians and islands.

As a Community Services Supervisor, you will play a vital role in the Recreation Division. Through your leadership, you will have the opportunity to provide a wide range of programs and services. We are seeking a motivated candidate to join our diverse and passionate team dedicated to providing exceptional public service. There are 5 Community Services Supervisor assignments within the Recreation Division:

- Athletics, Aquatics, and Recreation Center Supervisor
- Senior Services and Recreation Center Supervisor
- Youth Services, Seasonal Camps, Pre-school, and Recreation Center Supervisor
- Contract Classes, Contract Management, and Recreation Center Supervisor
- Special Events and Public Outreach Supervisor

This recruitment is to fill one (1) vacant position. This employment list may be used for any of the Community Services Supervisor vacancies as they occur while the employment list is active.

Look to some of the reasons why the City of San Mateo is a great place to work: https://www.youtube.com/watch?v=_GTIzeSpc_g

The Position

The Community Services Supervisor is responsible for all aspects of direct coordination and supervision of one or more significant program areas within one of the Community Services Division's major program Sections, and for assisting the Community Services Section Manager with the overall direction and supervision of the Section. Depending upon assignment, duties may include, but are not limited to the following:

- Supervise, schedule, train, and evaluate subordinate personnel and volunteers
- Coordinate, promote, implement and evaluate recreation and human services activities as assigned
- Organize and schedule Citywide activities in assigned area of responsibility
- Prepare events' publicity, including flyers and news releases
- Maintain close contact with school officials, community groups and citizens regarding program implementation
- Perform a variety of office related functions, including the processing of payroll data, registration fees, activity reports, and related records
- Assist in preparing and administering the program budget
- Coordinate and supervise contracts for specialized contractual services
- Participate in teaching recreation classes
- Organize, coordinate, and encourage the formation of clubs, teams, leagues, special events, and specialized programs and services
- Arrange for, and schedule, facilities, transportation, and appropriate activity supervision
- Direct facility operations, including responsibility for the use and maintenance of the facilities.

The Community Services Supervisor receives general supervision from the Community Services Section Manager or other higher level department personnel and exercises direct supervision over full-time and part-time employees, volunteers, clerical, and custodial personnel.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org

Knowledge and Abilities

- Knowledgeable of procedures for implementing a variety of recreational and human services activities and programs through community participation and program content for specialized community activities.
- Have the ability to coordinate, organize, and implement recreation, human services, and leisure time activities and specialized events and prepare and distribute publicity concerning new or ongoing recreation and human services offerings.
- Knowledgeable of personnel management principles, practices, and techniques, including methods for employee selection, supervision, evaluation and training and have the ability to select, train, supervise, and evaluate employees and volunteers.
- Innovative doer who welcomes challenge, is resourceful, and can lead a team to do great things
- Professional who is team oriented and results driven
- Exceptional communicator (oral and written) with superior interpersonal skills
- Able to exercise good judgment and decision making abilities
- Flexible, transferrable skills that cross multiple supervisory disciplines
- Ability to work in a variety of environments and locations
- Team player with a positive, "can-do" outlook and demeanor

Minimum Qualifications

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

- One year of experience in the implementation of recreation and human services programs or activities.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration or a related field.

License/Certificate:

- First Aid, Red Cross Water Safety or other specialized certificates may be required for some positions.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.

Bonus Points (highly desirable)

- Certifications related to programming in recreation such as childcare, aquatics, athletics/sports, contract classes, special events, public outreach, senior services, food handling, emergency preparedness
- One year of supervisory/management experience
- Experience in Parks and Recreation within a municipal or county government agency
- Bilingual

What We Offer

- *Salary:* \$8,310 - \$9,911/month
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% at 55 for classic members; 2% at 62 for new members). Classic employees contribute 8.34% to CalPERS and New members contribute 7.50% to CalPERS
- Participation in the Social Security Program
- City contribution of 1.5% of base salary to a 457 Deferred Compensation Plan, and 1.0% match to the Employee's voluntary contribution.
- The City contributes 0.25% of base salary to a Retiree Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation
- Credit Union Membership
- Bilingual Differential \$195 monthly (if applicable)
- For more information please refer to the [Management Association's Benefits Summary](#) effective September 2024.
- This classification is represented by the San Mateo Management Association.

Apply

Submit an online application, résumé (*required*), and supplemental questionnaire at www.calopps.org/city-of-san-mateo or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by **Friday, February 13, 2026 @ 5:00 p.m. OR upon receipt of the first 50 applications and supplemental questionnaires**, whichever occurs first.

Examination Process

All applications, résumés (*required*), and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are required but do not take the place of a completed employment application. A fully completed application is required; a résumé does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, training and experience application review, or in the form of a practical demonstration of skill and ability, or any combination of these; an Zoom oral board is tentatively scheduled for **Wednesday, March 3, 2026**.

An eligible list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an eligible list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – January 23, 2026

*Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.*

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify tcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

**CITY OF SAN MATEO
COMMUNITY SERVICES SUPERVISOR**

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)

1. Provide any experience you have utilizing recreation software, personnel management software and survey/marketing outreach software. Please provide details and describe how you have utilized the software in the performance of your work duties.
2. Please indicate the number of years of experience you have in each of the following areas and briefly describe your role(s), if none, please list N/A:
 - Athletics/Sports Programming
 - Contact Management
 - Senior Services Programming
 - Special Events Programming
 - Seasonal Camps Programming
 - Public Outreach
 - Childcare Programming
3. Please share an example of an impactful recreation program you have delivered and why it was successful.
4. What do you believe are the key elements in identifying, and implementing equitable recreation programs for diverse user groups, please explain and provide an example.
5. Please provide details and describe your leadership style and experience supervising staff (full-time, part-time, and volunteers), include an example of how your leadership contributed to the success of a team goal.