

Invites your application for:
Recreation Manager



Area of Responsibility:

Oversee the planning, organization and supervision of the recreation function. The Recreation Manager develops, plans and executes the Town's daily recreation programming, including management of the Sterling Park Recreation Center and Colma Community Center facilities and staff; youth and teen programs, adult and senior programs, special events, enrichment programs, facility rentals and related work as required. The Recreation Manager is also responsible for the coordination of our CERT programs and training

Our Commitment:

*Offer programs
equitably to all
populations*

About the Town of Colma

The Town of Colma, known worldwide as the “City of Souls,” is the smallest city in San Mateo County with 1,506 residents - and 1.5 million “souls”. However, Colma is more than just 16 cemeteries. It is a small, yet mighty, unique municipality well managed, fiscally healthy, surrounded by much larger cities and has approximately 44 FTE including its own Police Department.

Colma’s commercial buildings make a distinguished architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm, from brick-paved residential streets and ornamental street lamps, to a restored historical museum and railroad depot located at its 5,500 square foot Community Center. The Police Station is characterized by inlaid arches and a three-story clock tower. The newly expanded Town Hall opened in the fall of 2018 keeping its original architectural facade.

Within its 2 square mile boundaries, the Town enjoys a strong tax base with two shopping centers, one of Northern California’s most complete collections of car dealerships, and a card room. There are two BART stations nearby.

The Ideal Candidate

Will be enthusiastic about working and providing services to the Town's community while enjoying the developing of programs and the activities.

- Three years of progressively responsible full-time recreation experience including at least one of three years of work experience in supervision and leadership capacity.
- The equivalent of a four-year degree from an accredited college or university with major course work in recreation, physical education or a closely related field.
- Possession of a valid CA driver's license issued by the Department of Motor Vehicles.

Knowledge of Principles and Practices of:

- Customer service
- Budget preparation and administration
- Supervision, training and performance evaluation
- Team building and leadership
- Applicable State and Federal laws and regulations

Ability to:

- Facilitate change and develop and coordinate recreation programs; prepare budgets and analyze departmental expenditures
- Conceive, propose, implement and maintain sound recreation procedures and records
- Analyze, interpret, and explain recreation policies and procedures
- Establish, maintain and foster cooperative working relations with others
- Address problems and issues constructively to find mutually acceptable and practical business solutions
- Supervise full and part time staff and independent contractors

Typical duties and responsibilities include but are not limited to:

- Direct, analyze, develop and implement recreational programs for all populations including enrichment, fitness, and entertainment and special events
- Supervise full time and part-time, per diem staff, sets their work schedules and coordinate existing full-time staff in support of recreational activities
- Recruit, screen, recommend for employment part time, per diem and temporary staff and volunteers
- Conduct performance evaluations of recreational staff and make recommendations for step increases, and disciplinary actions.
- Direct facility operations including responsibility for the use and maintenance of the Sterling Park Recreation Center and Colma Community Center

*For a full position description please go to:

<https://www.colma.ca.gov/documents/recreation-manager/>

Community Based Programs

- Halloween House Decorating Contest
- HOWL-O-WEEN Pet Parade
- Holiday House Decorating Contest
- Super Bowl Party
- Friday Night Lights
- Teen Center hours at Sterling Park
- Teen Activities Group (TAG)
- TAG Hungry Helpers (Volunteer & Lunch group).

Programs, Activities & Events

After-school programs, summer camp, an annual egg hunt and Breakfast with Santa for **children**.

Special outings for **teens** and trips for **adults**.

As well as various classes are available throughout the year, including selected, reduced price tickets for sporting and cultural events.

Annual Events

- Garage Sale & Clean Up Day
- Community Fair
- Summer concert series
- Town Picnic
- Town Holiday Party
- Cinema in the Cemetery

The Recreation Services Department

Provides programs, activities and events for Colma residents of all age groups ranging from infants to seniors at two park facilities: Colma Historical Park & Community Center and Sterling Park. Program elements include: Fitness, Enrichment, Special Events, Cultural Events, Sporting Events, Trips and Community Events. It is the goal of the Recreation Services Department to offer a balanced program ensuring all elements are offered to all age groups throughout the fiscal year.

The Department has experienced an increase in program participation every year beginning in FY 2012-13. The increase is attributed to more in-house activities and community-based programming, ensuring opportunities for all populations. The 2020-2022 Strategic Plans call for the coordination and implementation of more community-based programming and additional recreation opportunities for the Teen population.

Recreation Services Department Staff

- Recreation Manager
- Recreation Services Coordinator
- Facility Attendants
- Recreation Leaders



Salary & Benefits \$88,088 - \$107,078 Annually

Employees and their eligible dependents enjoy fully town-paid:

Medical	<ul style="list-style-type: none"> • Medical Insurance (as offered by CalPERS) or \$250/mo. cash in lieu of medical insurance
Dental	<ul style="list-style-type: none"> • Delta Dental Insurance
Vision	<ul style="list-style-type: none"> • VSP Vision Insurance
Flexible spending	<ul style="list-style-type: none"> • Flexible Spending Account
Retiree health	<ul style="list-style-type: none"> • Retiree Health Arrangement Contribution of 1.5% of base salary
Vacation	<ul style="list-style-type: none"> • 80 –160 hours accrual depending of length of service.
Sick Leave	<ul style="list-style-type: none"> • 8 hours/mo. up to 1,040 hours
Holidays	<ul style="list-style-type: none"> • 13 holidays
Management Leave	<ul style="list-style-type: none"> • 80 hours per year
Financial	<ul style="list-style-type: none"> • CALPERS Retirement 2% @ 60 Classic Member 2% @ 62 PEPR • 457 Deferred Contribution Plan Town matched \$100 /mo. • \$50,000 Life Insurance • Pre-Tax Commuter Benefits • Tuition reimbursement up to \$1,000 per year
Wellness	<ul style="list-style-type: none"> • Up to \$47/mo. Town Contribution to health club membership • A fitness room • Employees Assistance Program with confidential work & life counseling & support services. • Discounted specific town recreation programs
Additional Benefits	<ul style="list-style-type: none"> • Long Term Care Program • Employee Recognition Program • Progressive Training Development

Are You Ready? Apply.

Submit an online application, résumé, and supplemental questionnaire at:

<https://www.calopps.org/town-of-colma>



Final Filing Date:

Recruitment will close Wednesday, **April 15, 2020** at 11:00 p.m.

Apply immediately, applications will be reviewed as submitted.

Examination Process

All applications, résumés and supplemental questionnaires received will be reviewed for minimum qualifications. 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 and written exercise, tentatively scheduled for the **week of April 27, 2020** with Departmental interviews that same week.

The Town will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise the personnel department of such special needs at the time of application.

The information included in this job announcement may be changed at any time. It does not constitute either an expressed or implied contract.

The Town of Colma is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices.



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To: