



CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

RECREATION SUPERVISOR

Base Salary: \$6,236 - \$7,584/per month

Closing Date/Time: April 19, 2021

THE COMMUNITY

The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful Oakland Hills, overlooking the San Francisco Bay. The city, which is virtually built out, consists of established, high-quality single-family homes on quiet tree-lined streets. Within Piedmont's 1.7 square-mile area there are five city parks and numerous landscaped areas which offer wooded paths, tennis courts, children's playgrounds, sports fields and picnic facilities.

THE DEPARTMENT

The Piedmont Recreation Department is a vital component of the Piedmont community. The Department provides a wide array of programs, services and activities including three year-round licensed school-age childcare programs; six preschool programs; youth and adult sports leagues and activities, including running the Piedmont Middle School sports programs; a multitude of special interest classes; diverse summer camp offerings; as well as hosting a variety of annual City-wide special events.

In addition to managing a skate park, tennis courts, use of fields and parks, and child care facilities, the Department manages and programs two large community halls which are quite popular venues for weddings, special events and community activities. Department staff includes 10 FTEs, consisting of the Director, two Recreation Supervisors, two Childcare Program Coordinators, Contract Classes/Camps Coordinator, Sports Coordinator, Facilities & Events Coordinator, and two Administrative Assistants. In addition, the Department employs approximately 150 part-time/seasonal employees.

CLASS CHARACTERISTICS

This is the supervisory class with day-to-day site, program and facility administrative responsibilities. This assignment requires knowledge of the provision of recreation and related services to a variety of age groups, the ability to organize and oversee the work of part-time staff and/or volunteers, a strong customer-service orientation and the skill to relate to a variety of individuals, families and groups from various socio-economic backgrounds. Assignments allow for administrative discretion and judgment in their execution.

THE POSITION

Under the direction of the Recreation Director, this position is responsible to develop, organize and supervise a variety of programs including but not limited to Pre-School; Youth/Adult Classes/Camps programs; Senior Activities and City-Wide Special Events.

EXAMPLES OF TYPICAL JOB FUNCTIONS

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

- Develop and administer marketing strategies designed to increase exposure of all departmental programs, facilities and special events by researching and creating marketing plans, evaluating current strategies, generating publicity, enhancing promotions, overseeing agreements, developing promotional pieces, updating and maintaining social media platforms, and managing all approval and procurement processes.
- Plans, develops, implements, and supervises the before and after-school programs at three independent elementary school locations.
- Plans, develops, implements, and supervises six pre-school programs.
- Identifies opportunities for new programming through networking, research, and current trends in early and school age development.
- Maintain and manages software programs related to recreation programs including data integrity, billing, data input and customer support.
- Plans, develops, implements, and supervises a variety of city-wide special events throughout the year.
- Recruits, trains, supervises and evaluates program staff, part-time staff, volunteers and independent contractors.
- Assigns, directs, delegates and follows up on the work of staff; sets work priorities and coordinates schedules.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for assigned programs and activities.
- Prepares and manages budgets for assigned programs and activities; supervises the collection and accounting of monies; maintains records and contracts in connection with assigned program areas; monitors and controls expenditures and maintains an inventory control system.
- Maintains effective relations with a variety of community organizations, including the School District, parent support groups and the public; works closely with City staff to provide comprehensive recreation services to City residents.
- Surveys the community to determine recreation needs and implements programs to enhance service delivery.
- Monitors, and evaluates assigned recreation programs and recommends improvements.

Duties continued

- Prepares special reports related to recreation programs and activities; develops and writes manuals and instruction procedures.
- Advises the Recreation Director, appropriate commissions and committees and the City Council on aspects of recreation program and planning; presents and justifies proposed plans, plan revisions and recommendations.
- Complies with federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Performs other duties as assigned.

Education and Experience

Equivalent to graduation from a four-year college or university with major course work in recreation or a related field and two (2) years of increasingly responsible, full-time experience in recreation program planning and administration.

Licenses and Certifications:

Must possess a valid California class C driver's license and a satisfactory driving record. The City of Piedmont monitors DMV record information over the course of employment. Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle and to visit various City, recreation, and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 35 pounds.

WORKING CONDITIONS

Must be willing to work off-shift and weekend hours, depending upon the program or project to which assigned. Must be fingerprinted for submission to the California Department of Justice in order to work with children.

COMPENSATION

Salary: \$6,236 - \$7,584/month FLSA exempt

BENEFITS

- Medical, with a generous amount of the premium paid by the City
- Delta Dental Premier, with orthodontia @ \$5,000 lifetime maximum, premium paid in full by the City
- Vision, with the ability for an annual exam, premium paid in full by the City
- Employee Assistance Plan
- Life insurance with a value of 2X your annual salary, and long term disability @ 60%, premium paid in full by the City
- Retirement benefit depends upon membership date: Classic employee CalPERS 2% @ 60, employee share is 7%. New Members 2% @ 62, employee share is currently 6.75%. **The City also participates in Social Security**
- As an exempt employee, four-to-ten days of personal leave with pay is granted each year
- Vacation: Accrue 11 days per year to start
- Holidays: 13 days per year
- Sick leave accrual @ 9.38 hours per month
- Deferred compensation, credit union and tuition reimbursement available
- Children of full-time City employees are eligible to attend school in the Piedmont Unified School District. Additionally, the children of full-time employees are eligible to attend the Skipping Stones (based upon eligibility for ages 2 yrs. 9 mo--four years), and Schoolmates (elementary school aged) programs at no charge.

THE APPLICATION PROCESS

To be considered for this employment opportunity, a city employment application must be submitted by Monday, April 19, 2021. Please apply online @ <https://piedmont.casellehire.com/jobs/>. Interviews are tentatively set for the week of April 26, 2021. The City of Piedmont complies with EOE and ADA. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

The information contained herein is subject to change and does not constitute either an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.