



CITY OF MORGAN HILL
invites applications for the position of:

Recreation Services Coordinator (Events)

SALARY: \$5,562.00 - \$7,099.00 Monthly
\$66,744.00 - \$85,188.00 Annually

OPENING DATE: 04/16/18

CLOSING DATE: Continuous

DESCRIPTION:



CITY OF MORGAN HILL
RECREATION SERVICES COORDINATOR

\$5,562 - \$7,099 Monthly*
\$66,744 - \$85,188 Annually*

*This position will receive a 0.5% increase effective July 2018.

THE COMMUNITY:

Located in the southern part of Silicon Valley, Morgan Hill's thoughtful planning has made it one of the most desirable communities in Santa Clara County. With a growing population of approximately 44,000, Morgan Hill provides the ideal balance between jobs, housing, recreation, and open space. The City has optimum housing options, abundant shopping, regionally recognized wineries, and an historic Downtown with award-winning restaurants, and charming boutiques.

Morgan Hill is a family oriented, vibrant, and progressive community where residents and visitors enjoy a wide range of outdoor and indoor activities. The City is known for its regional, world-class recreational facilities that attract over 1.3 million visitors annually. The community enjoys public art, many local street fairs, summer music festivals, and holiday parades. Downtown Morgan Hill has become a destination for popular events, including the Mushroom Mardi Gras, Fourth of July parade and fireworks, Taste of Morgan Hill, and the Friday Night Music Series. With an average temperature of 70 degrees, Morgan Hill offers abundant year-round recreational activities including cycling, golfing, swimming, and boating. Nestled next to Henry Coe State Park, Morgan Hill provides easy access to over 79,000 acres for camping, backpacking, fishing, hiking, mountain biking, and horseback riding.

Just 15 miles inland from the Pacific Coast, Morgan Hill is surrounded by the Santa Cruz Mountains to the west and the Diablo Range to the east. Morgan Hill is just minutes away from the big city amenities of San Jose, and a short one-hour drive to the redwood forests and beaches of Santa Cruz and the spectacular Monterey Peninsula. Caltrain runs weekdays through Morgan Hill and connects commuters both to San Jose's light rail systems and to BART throughout the Bay Area.

THE POSITION:

Under general supervision of the Recreation Supervisor or Manager, the Events Coordinator plans, organizes, and supervises high quality services, programs and activities of the City's Recreation and Community Services Department. The Events Coordinator effectively schedules and coordinates all facilities, rentals, and special events held at the Community and Cultural Center, Playhouse, Centennial Recreation Center, Council Chambers, and outdoor parks and fields. The Events Coordinator is also responsible for organizing and implementing City sponsored special events.

For more information, please view our job brochure at: <https://www.morgan-hill.ca.gov/DocumentCenter/View/22885>

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

APPLICATION and SELECTION PROCESS:

If you are interested in this exciting opportunity, please apply immediately as this announcement may close without notice. Please apply on-line at **www.morganhill.ca.gov/jobs** and submit an application, responses to the supplemental questions, cover letter, and resume to be considered for the position. The first screening of applications will be done on **May 11, 2018** with interviews tentatively scheduled for the week of **May 21, 2018**. Please be aware that this timeline is not absolute, and these dates are subject to change.

SUPPLEMENTAL INFORMATION:

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Morgan Hill is an Equal Opportunity and does not discriminate against qualified employees or applicants because of race, color, religion, medical, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation. Under federal law, all job applicants must prove authorization to work in the United States at the time of job offer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.morgan-hill.ca.gov>

Position #20500-2018
RECREATION SERVICES COORDINATOR (EVENTS)
DB

17575 Peak Avenue
Morgan Hill, CA 95037
408-779-7278

HR@morganhill.ca.gov

Recreation Services Coordinator (Events) Supplemental Questionnaire

- * 1. The following supplemental questions may be used as a scored evaluation of your knowledge, skills, and experience. Be sure that the choices you make and the answers you provide correspond to the information you have provided on your application and resume. By completing this supplemental evaluation, you are attesting that the information you have provided is accurate. Any information you provide may be

reviewed by the hiring manager. Any misstatements or falsification of information may disqualify you from further consideration in this recruitment.

☐ Yes, I understand and agree

☐ No, I do not agree

- * 2. Please explain why you are interested in working for the City of Morgan Hill. What specifically attracted you to this particular job opening?

- * 3. Please describe your experience as it relates to working with facility rentals and special event planning.

- * 4. Describe your communication style and how you keep your supervisor informed of your assignment status and work issues.

- * 5. How would you rate your knowledge, skills and/or abilities in the following areas:
taking initiative; prioritizing work; grammar and editing; paying attention to details,
and; analyzing and solving problems

- * Required Question