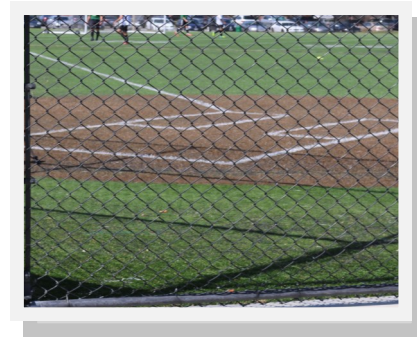


RECREATION SUPERVISOR ASSISTANT / I

*This is an excellent opportunity to provide leadership in the
Community Services Department*



Are you a self-motivated individual who has advanced knowledge of programming, budgeting and implementing a variety of recreation services and activities? Can you use your exceptional organizational and supervisory skills to effectively manage a diverse program mix? Then the City of Fremont's Community Services Recreation Division may be the place for you!

Creating Community Through People, Parks, and Programs

**First Review of Applications:
April 12, 2019**

This recruitment may be used to fill current and future vacancies at either the Assistant Recreation Supervisor or Recreation Supervisor I. The Community Services Department currently has one vacancy at either level, depending on the successful candidate's experience. Interested applicants are encouraged to apply immediately.

FREMONT - A CITY ON THE MOVE!

Fremont is a well-managed and innovative city, and has recently generated national attention by placing 7th on the list of the Greenest Cities in America according to a 2018 Wallet Hub survey and ranking 3rd Best City in the Nation to raise a family, according to another 2018 survey by Wallet Hub. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 235,000 residents. As a full service City, Fremont employs over 937 regular employees and has a General Fund budget of \$205 million.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

THE POSITION

The Recreation Division of the Community Services Department works within a business model that recovers program costs. The successful Recreation Supervisor candidate is a dynamic, effective leader with advanced knowledge of programming, budgeting, and implementing a variety of recreation services and activities who demonstrates creative problem solving and excellent customer service skills. Recreation Supervisors exercise considerable judgment in day to day decision making with the scheduling and operations of recreation activities and programming. Recreation Supervisors work in various community services areas including: programming, day camps, community center operations, field allocations, marketing, contract classes, volunteers, and/or special events. Some Recreation Supervisors work within the Department's food, beverage, and hospitality facilities located in Aqua Adventure Waterpark and the City's sports complex. All positions supervise part-time staff and establish positive working relationships with the public and community groups. Recreation Supervisors are accountable for ensuring programs meet the quality and service standards established by the Department and for keeping current on developments in the field and making recommendations to expand and improve activities and programs.

The position will be filled at either the Assistant Recreation Supervisor or Recreation Supervisor I level, based on the successful candidate's career experience and knowledge.

RESPONSIBILITIES

- Plan, organize and manage diverse recreation programs and activities that may include day camps and special events; coordinate activities with community groups, other City departments, or through partnerships
- Interview, train, schedule, assign work, discipline and exercise functional supervision of seasonal or temporary employees and volunteers
- Reserve, schedule, and coordinate maintenance of facilities, grounds, fields, parks, or shared space
- Develop and monitor budgets, individual performance plans and marketing plans
- Prepare minutes for Board or Commission and attend meetings as required



- Prepare reports, flyers memos, letters, and other written materials
- Elicit support and/or donations for program funding needs
- Explain and tactfully enforce City and department policies while working with individuals and community groups
- Maintain section webpages on City website, social media, e-mail, e-newsletters and other means of communication to effectively reach out to the community
- Adhere to all safety regulations and/or protocols for programs, parks, facilities rentals and make suggestions on improvements when needed.



EDUCATION AND EXPERIENCE

Any combination of education and/or experience which has provided the knowledge, skills and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Assistant Recreation Supervisor: graduation from High School or equivalent plus some college coursework in recreation or a related field, and six months experience leading recreation programs.

Recreation Supervisor I: possession of a bachelor's degree or equivalent from an accredited college or university and two years of experience leading recreation programs.

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

- A valid, approved First Aid/CPR certification must be obtained within six months of appointment and maintained throughout the assignment.
- Incumbents must report child abuse and/or neglect as required by California Penal Code 11166.5
- Possession of a valid Class C California Driver's License is required by time of appointment.
- For positions at the Waterpark, the following are required within twelve months of date of hire: ServSafe Certification, Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO).

IDEAL CANDIDATE

The City is searching for a self-motivated individual who has advanced knowledge of programming, budgeting and implementing a variety of recreation services and activities. This individual must be skilled in training, supervising and evaluating seasonal and temporary employees and volunteers. In addition, the successful candidate must possess excellent verbal and written communication abilities, as well as establish and maintain effective working relationships with co-workers, other departments, community organizations and the general public.

COMPENSATION AND BENEFITS

The annual salary is \$62,912—\$87,940 depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at www.fremont.gov or by using this link: [Benefits Summary](#)

This position is represented by the City of Fremont Employee Association (CFEA) bargaining group. The probationary period for this position is twelve (12) months.



Tentative Recruitment Schedule

First review of applications: Noon, April 12, 2019

Oral Panel Interviews: Week of April 22, 2019

Departmental Interviews: Week of April 29, 2019



This workplace has been recognized by the American Heart Association for meeting criteria for employee wellness.

HOW TO APPLY

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our online applications system: <http://www.fremont.gov/cityjobs>.

SELECTION PROCESS

The process may include oral panel and individual interviews and other related test components. Reference checks, fingerprint check, and medical clearance are required for this position. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer

HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B

Fremont, CA 94538

Phone: (510) 494-4660



RECREATION SUPERVISOR I or ASSISTANT RECREATION SUPERVISOR - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Recreation Supervisor I or Assistant Recreation Supervisor positions, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the positions of Recreation Supervisor I or Assistant Recreation Supervisor. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional, paid experience do you have leading recreation programs?
 - None
 - Less than 6 months
 - 6 months to less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years or more
2. What is your highest level of education?
 - Did not complete high school or equivalent
 - High school diploma or equivalent
 - Some college
 - Associate's degree
 - Bachelor's degree
 - Post-graduate degree or higher
3. Describe your background and experience as it relates to this position and the Fremont Recreation Division. In particular, highlight any programming or water park experience you have. *Please limit your response to no more than 500 words.*
4. Please give an overview of your experience related to working with community groups as well as any experience working with a Board or Commission. *Include the name of your employer, your job title, and the dates you performed the described experience. Please limit your response to no more than 500 words.*