



CITY OF SUNNYVALE
 Department of Human Resources
 505 West Olive Ave., Suite 200
 Sunnyvale, CA 94086

<https://sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Recreation Services Coordinator I**

An Equal Opportunity Employer

SALARY

\$35.88 - \$45.80 Hourly \$74,630.40 - \$95,264.00 Annually

OPEN DATE: 10/04/21

CLOSE DATE: 10/25/21

THE POSITION

RECREATION SERVICES COORDINATOR I

Regular Full-Time Employment Opportunity

The job posting opens on Monday, October 4, 2021, and the final filing date is Monday, October 25 2021 at 5:00 pm or after receiving 100 qualified and completed applications, whichever is first.

Sunnyvale is recruiting for two energetic, creative, and passionate Recreation Services Coordinators. The Library and Recreation Services Department inspires a healthy community by fostering lifelong learning and play through progressive services and programs for all.

Join a team that works in a fast-paced and diverse community as we work towards building a fun, inclusive and engaged community. If you are seeking to provide services that are inclusive, compassionate, creative and are a curious, dedicated individual then you are an ideal candidate for this position.

Recreation Services Coordinators are responsible for development and implementation of dynamic recreation programs that support the Library and Recreation Services Department's Mission Statement. Based on qualifications, fit and applicant's interest, successful candidates will be placed in one of the following service delivery units: Visual and Performing Arts; Marketing and Special Events; Sports, Aquatics and Facilities; and Youth and Teens.

ESSENTIAL JOB FUNCTIONS

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(May include, but are not limited to, the following):

- Plans, coordinates, monitors, leads and directs programs, services and facilities in specific and defined program areas.

- Plans and coordinates programs, services and facilities by analyzing demand and researching trends, demographics and needs of program participants; evaluates current programs and plans for future programs; prepares justification for recommended programs.
- Designs and implements customer feedback system to support city-wide customer service strategy; administers, tabulates, evaluates, and modifies programs, services and facilities to respond to customer satisfaction surveys.
- Prepares and monitors revenue and expense projections and budget reports for assigned program area(s).
- Ensures assigned building(s), facilities and equipment are operational and free of health and safety hazards; may open, close and secure facilities.
- Researches and makes recommendations on facility and building renovations.
- Supports marketing promotions and strategies, including preparation of brochures, flyers, posters, news releases, social media, and other marketing devices and promotional materials.
- Acts as liaison to special agreement groups, community organizations and Commissions, within assigned program area.
- Coordinates purchases and installations with appropriate City departments for approved equipment.
- Initiates and negotiates service contracts and rental agreements; administers contracts, including preparation of invoices and monitoring payment processes within level of authority.
- Participates in staff and professional meetings, organizations, committee workshops and conferences.
- Develops and prepares reports, correspondence and documentation.
- Assists the public in locating, selecting and/or developing appropriate recreation, arts and community services programs, services and facility resources.
- Schedules, trains, recruits and evaluates regular full time, regular part-time, and casual employees and volunteers for assigned program area; provides day-to-day direction within assigned program.
- Monitors and approves timecards.
- Makes recommendations for allocation of resources based on program and facility needs for personnel, equipment and materials; monitors equipment, materials and resources related to assigned program area.
- Keeps abreast of trends, issues, and the impact of local, state and federal legislation on programs, services and facilities and the impact to the community; attends professional workshops and conferences as resources allow.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, books and documents weighing up to 100 pounds is also required. Some duties require incumbents to work outdoors in various weather conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university in recreation/leisure, arts administration, hospitality management, human services, public administration, business administration or a related field; AND

Two years of experience in recreation programs or other community based services.

Knowledge of:

- Recreation, arts and community services standards, practices and resources.
- Common recreational and social needs of various populations and age groups.
- Principles and practices of program, service and/or facility operations, including the methods and techniques of evaluation and budgeting.
- Basic mathematics.
- Office methods, procedures, software and equipment.
- Principles of customer service.

Ability to:

- Plan, organize and implement recreation, arts and community services and facilities services programs in a specialized area.
- Operate a computer using word processing and business software and other office equipment.
- Determine and implement the appropriate course of action in emergency and/or stressful situations.
- Facilitate meetings, presentations and other activities in support of assigned programs.
- Creatively problem-solve.
- Understand and follow written and oral instructions.
- Communicate effectively, both orally and in writing.
- Establish, maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Develop and implement recreation, arts and community services programs, services and facilities that meet the needs of the community.
- Learn the operation, policy and procedures of the Library and Recreation Services Department.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles, manage risk, and work in a safe manner.

Willingness to:

Work irregular hours or shifts, and on nights, weekends, or holidays when needed.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternative transportation as approved by the appointing authority and a safe driving record.

DESIRABLE QUALIFICATIONS

- Additional experience in one or more of the following specialty areas: Arts, Customer and Business Services, Special Populations, Seniors and Therapeutics, Sports and Aquatics, and/or Youth and Teen Services.
- Eligible for state and national certification in Therapeutic Recreation.
- Certificate with California Board and Recreation Park Certification (CBRPC) and /or National Council for Therapeutic Recreation Certification (NCTRC).
- A Master's degree.

APPLICATION AND SELECTION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources no later than **5:00 p.m. Monday, October 25, 2021. (postmarks or faxes are not accepted). If interested in this position, you should apply as soon as possible as only the first 100 qualified and complete applications will be considered. (postmarks or faxes are not accepted).**

Candidates are asked to fully describe any training, education, experience or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at Sunnyvale.ca.gov and click jobs or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086. Late or incomplete applications will not be accepted.

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an oral exam **tentatively scheduled for Tuesday, November 9, 2021.** The final selection interviews are tentatively **scheduled for Thursday, November 18, 2021. (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).**

SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Top candidates on the eligibility list will be invited to participate in a selection interview with the department. Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as a medical exam(s) administered by a City selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

Individuals receiving offers of employment are required to provide either proof of a completed COVID-19 vaccination or receipt of a negative COVID-19 test within 7 calendar days prior to their start date. Individuals receiving offers of employment from the City who do not comply with this policy will have their offer of employment rescinded.

INFORMATION ABOUT PROOF OF EDUCATION

Please note: Any successful candidate, selected by the hiring department will be required to submit proof of education (i.e. original copy of the diploma or college/university transcripts).

ADDITIONAL INFORMATION

Positions in this job classification are represented by the Sunnyvale Employees Association (SEA).

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 Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual

orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #21-00179
RECREATION SERVICES COORDINATOR I
SG

Recreation Services Coordinator I Supplemental Questionnaire

* 1. Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on

my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

- Yes
 No

- * 2. Do you currently have a bachelor's degree from an accredited college or university in recreation/leisure, arts administration, hospitality management, human services, public administration, business administration or a related field?

- Yes No

- * 3. Do you have at least two years of experience in recreation programs or other community-based services?

- Yes No

- * 4. If you answered yes to the question above, describe your experience in the space below. Include the number of years of experience, the name of the organization where you obtained your experience, your role and responsibilities and notable accomplishments. If you answered no, enter N/A in the space below.

- * 5. Describe your experience with customer service and program analysis. Provide examples of internal and external customer service, as well as experience with researching and analyzing data to assess community needs and program effectiveness. If you do not have this experience, please enter N/A in the space below.

- * 6. Describe your experience coordinating and implementing programs that meet recreation and social needs of the community. If you do not have this experience, please enter N/A in the space below.

- * Required Question