City of Fullerton Invites Applications For

COMMUNITY CENTER SUPERVISOR

ANNUAL SALARY & BENEFITS

Base Salary:
$50,881 - $61,846

Approximate Value of Compensation and Benefits:
$68,180 - $82,875

Benefits include but are not limited to:

* Medical Insurance
* Dental Insurance
* Vision Insurance
* Eleven holidays, vacation benefits and four days of management leave each year
* Tuition reimbursement of up to $2,500 per year
* Retirement benefits through the California Public Employees' Retirement System (CalPERS). Fullerton does not participate in the Social Security retirement system.
* City Paid Life Insurance
* City-paid long-term disability insurance

SELECTION PROCEDURE

A City of Fullerton application, supplemental questionnaire and resume must be received in Human Resources by January 30, 2014. A resume will not be accepted in lieu of any portion of the City application.

For an application packet, please visit the City of Fullerton website at

www.CityofFullerton.com
or
714.738.6361

Posted 12/17/13

THE POSITION

The City of Fullerton is currently recruiting for a Community Center Supervisor. The successful candidate will be charged with overseeing the City's newly renovated 60,000 square foot Fullerton Community Center equipped with a gymnasium, indoor pool, fitness room, class rooms, grand hall, courtyards and small retail areas. In this capacity, the incumbent will direct and coordinate services and programs assigned to the Community Center and work with community groups, other agencies and businesses to improve program/facility offerings.

The Community Center Supervisor will also be responsible for driving the revenues of the facility rental program and profit centers. This will be accomplished by identifying and developing marketing opportunities throughout Orange County and neighboring communities and assisting with the promotion of the state-of-the-art Community Center.

EXAMPLES OF DUTIES

Plans and coordinates programs and events to be conducted at the Fullerton Community Center; evaluates programs and activities as assigned and assists in identifying long range facility needs; monitors facility and program expenditures and revenue and assists with budget preparation; interacts with service groups, businesses and nonprofit and public agencies; supervises facility/program staff and assists in their selection; recommends program goals and objectives; develops and implements marketing and fundraising plans; assists in grant writing and solicits donations for center programs; monitors the maintenance and security systems of the community center and grounds; maintains computerized and manual records; attends a variety of meetings and makes oral presentations.

THE IDEAL CANDIDATE

The City seeks a candidate with a Bachelors Degree in or supplemented by course work in Business Administration, Public Administration, Recreation, Hospitality or a related field and three years of experience in the operation of a public or private facility to include one year in a supervisory capacity and some experience in program development.

The ideal candidate:

- Is knowledgeable in recreation, hospitality and related programs and methods of delivery
- Has experience developing and implementing plans to maximize revenues at a community center or similar facility
- Is a team player
- Is a proactive problem solver who is able to provide viable solutions to complex and challenging assignments
- Is able to work independently and demonstrates sound judgment
- Is an effective communicator orally and in writing
- Has a strong customer service orientation
- Is well organized and capable of managing multiple projects and priorities
- Is skillful in establishing positive working relationships

HUMAN RESOURCES - 303 W. COMMONWEALTH AVENUE, FULLERTON CA 92832 - 714.738.6361
WEBSITE - WWW.CITYOFFULLERTON.COM | EMAIL – HUMANRESOURCES@CITYOFFULLERTON.COM

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply. Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Human Resources Department of any necessary accommodations at least 48 hours in advance