



City of Fullerton Invites Applications For
RECREATION SUPERVISOR

\$4,240- \$5,154 PER MONTH
PLUS BENEFITS & CITY-PAID RETIREMENT

A completed [City of Fullerton application](#) and [supplemental questionnaire](#) must be received in the Human Resources Department no later than **THURSDAY, JANUARY 30, 2014 AT NOON.**

POSITION

Under general direction supervises, directs, plans, coordinates and participates in a variety of recreation related programs including team/league sports and family/youth recreation; manages City's facility and park rental program as assigned; works with community groups, other agencies and business to improve and promote park program/facility offerings and performs related work as required.

QUALIFICATION GUIDELINES

Knowledge of:

Recreation programs and methods of delivery; basic facility rental techniques and practices; marketing principles and practices; coordination and negotiation techniques related to area assigned; office and billing procedures and practices; marketing principles and fundraising methods; methods and procedures of budgeting related to area assigned; methods of making effective oral and written presentations; effective supervisory techniques; customer service techniques; legal issues related to areas of responsibility and computer applications related to area assigned.

Ability to:

Train, supervise and evaluate the work of assigned staff; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively orally and in writing; maintain accurate financial records and assist with the budget process; analyze and evaluate data, make recommendations and write reports; develop marketing plans and publicize/market/promote the use of City facilities and activities; direct and coordinate the work of assigned staff; meet the public with courtesy and tact; operate a personal computer and use applicable software programs; understand and carry out oral and written instructions and use independent judgment and initiative and adhere to multiple deadlines and handle multiple projects.

Education/Training/Experience:

Bachelors Degree in or supplemented by course work in Business Administration, Public Administration, Recreation or a related field from an accredited college or university and three years of experience in the operation of a public or private recreational related facility to include one year in a supervisory capacity and some experience in facility/park marketing and promotion.

SPECIAL REQUIREMENTS

Valid Class C California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that a Recreation Supervisor file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate City needs including evenings, weekends and holidays.

EXAMPLES OF DUTIES:

Plans, organizes, coordinates, manages and participates in activities for an assigned recreation program area; coordinates special event permit processes related to facility and park rentals as assigned; gathers and analyzes data to determine community recreation needs; recommends new programs/activities and evaluates current programs/activities; monitors facility and program expenditures and revenue and assists with budget preparation;

prepares and presents reports, attends a variety of meetings and makes oral and written presentations; interacts with the public, service groups, team/league groups, businesses and nonprofit/public agencies; supervises, trains and evaluates assigned staff and assists in their selection; plans, develops and implements marketing and fundraising plans; monitors the maintenance of the rentable facilities and ensures facility security system(s) as appropriate; operates a personal computer and uses applicable software to produce a variety of reports and correspondence; identifies funding sources; assists in grant writing and solicits funds/donations for assigned area; responds to questions from the general public and explains Park and Recreation facility rental and team/league programs, policies and procedures; develops and participates in promotional/marketing activities; maintains computerized and manual records; monitors the maintenance of parks/facilities assigned including grounds and buildings and ensures facility security systems; lifts and carries boxes of supplies and equipment weighing 50 pounds or less and uses basic hand tools and drives a vehicle on City business.

PHYSICAL REQUIREMENTS

Work is performed in an office environment and in a variety of on-site locations. When on-site an incumbent may be exposed to the elements. An incumbent uses a computer, screen and related equipment, sits, stands and walks, and reaches, bends, kneels, grasps, lifts and carries, pushes, pulls and drags boxes of supplies and equipment weighing 50 pounds or less. An incumbent drives a vehicle on City business and uses basic hand tools. When on-site an incumbent may walk and stand on slippery and uneven surfaces, climb ladders, steps and inclines, crouch and twist. With or without reasonable accommodation, the Recreation Supervisor must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

ASSESSMENT PROCEDURE Applicants must be specific and complete in describing qualifications for the position. **BASED UPON THE INFORMATION PRESENTED ON THE APPLICATION**, those applicants possessing the most suitable qualifications will be invited to a written examination, performance examination, oral interview and/or other assessment instrument.

Please contact the Human Resources Department if you do not receive notification regarding your application by February 13, 2014.

NOTE:

Candidates who successfully complete the assessment process for Recreation Supervisor will be placed on an eligible list for this classification, which will remain in effect for at least one year or until an insufficient number of candidates remain on the list.

All employment offers, including appointment offers to City of Fullerton employees, are conditional based upon the successful completion of a medical examination performed by the City's designated physician, at City expense. Medical exams are administered to assess an individual's ability to perform the physical requirements of this position. In addition, City of Fullerton employees appointed to safety sensitive classifications and all new hires will undergo a drug screen.

All new hires, including City of Fullerton non-regular employees, will be fingerprinted. Fingerprints are verified with the Department of Justice.

All new hires, including non-regular City of Fullerton employees appointed to this position, will serve a one-year probationary period. Regular City of Fullerton employees promoted to this position will serve

a six-month probationary period.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify their status.

City of Fullerton employees are registered as Disaster Service Workers. If a disaster occurs in the City, employees may be designated to work in any emergency assignment during disaster relief operations.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Visit www.cityoffullerton.com for a complete class specification

Posted 12/17/13



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.