Job Announcement

The Greater Vallejo Recreation District Invites applications

Position: Recreation Supervisor
Department: Aquatics & Sports

Job Opening Date: February 11, 2020
Location: 395 Amador St., Vallejo

Deadline for applying: March 13, 2020
Position Type: Full Time

Salary Range: $79,372.80 to $96,512.00

The Greater Vallejo Recreation District (GVRD) is a Special Service District that has been serving area residents for over seventy five years. As a Special Service District, GVRD operates as a separate government agency from the City of Vallejo. GVRD manages 407 acres of public park space including 20 neighborhood parks, 10 community parks, 6 special purpose parks, and Olympic-size swimming pool and 4 community centers. GVRD maintains over 1,000 acres of public land.

GVRD is governed by a five-member Board of Directors. With over 30 full time and approximately 155 part-time and seasonal employees, GVRD operates on a 2019-2020 fiscal year budget of $7.9 million for general fund operations and Measure K funding amounting to $2.2 million. The Measure K funding is being utilized to purchase necessary equipment, improve parks, facilities.

Job Description:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, prioritize, assign, supervise, coordinate and review the work of staff responsible for operating, planning and coordinating recreational programs, community centers and various other recreation activities; to assess community needs and design appropriate programs; to perform a variety of tasks relative to assigned area of responsibility; and to provide responsible staff assistance to the Recreation Services Superintendent. This position falls under the SEIU, Local 1021 Agency Shop provisions.
SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Recreation Services Superintendent.
Exercises direct supervision over lower level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS- Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:
1. Plan, prioritize, assign, supervise and review the work of staff responsible for providing program services and activities at multiple facilities.

2. Participate in the selection of direct subordinate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.

3. Direct, coordinate, participate, and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures. May serve on the safety committee.

4. Use the Recreation software system eTrac-Plus to manage facilities and programs; monitor and evaluate subordinate staff on use of the system to maintain programs, fee based activities, and facilities. May serve as eTrac-Plus Administrator.

5. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess rules and policies for safety and relevancy; identify opportunities for improvements and review with the Recreation Services Superintendent; implement improvements.

6. Plan and coordinate marketing efforts; make presentations to professional groups, and social and community organizations; assist in design of brochures, flyers, bulletin boards and other publicity releases.

7. Participate in preparing and administering program budget; submit budget recommendations; monitor expenditures.

8. Review and/or prepare benefits based analysis, recommendations and justification supporting new activities or changes to established activities and practices.

9. Research and identify community needs in the areas of recreation and leisure services; develop and implement programs aligned with community needs; evaluate activities, programs, and classes for content, techniques, and special problems.

10. Serve as liaison for assigned programs with other District divisions, departments and outside agencies; negotiate and resolve significant and controversial issues.

11. Provide responsible staff assistance to the Recreation Services Superintendent; prepare and present staff reports and other necessary correspondence.
12. Assist lower level staff in preparing strategic action plans and develop a strategic action plan for area of responsibility incorporated as part of the development and implementation of District goals and objectives; include as part of employee performance review;

13. Respond to public inquiries and complaints related to assigned function to maintain good public relations.

14. Establish schedules and methods for providing services and activities; identify resource needs; review needs with appropriate management staff; allocate resources accordingly. *Participate in the acquisition and scheduling of facilities for recreation programming.*

15. Participate in long-term planning to assess future needs; research new operational techniques, methods and equipment and make recommendations for purchase.

16. *Perform safety inspections of recreational facilities and recreation equipment. Prepare and submit work orders for repairs when necessary to ensure that facilities and recreation equipment are safe for use.*

17. *Work with the Maintenance and Development Department supervisors to coordinate the upkeep, repair and maintenance of facilities and equipment.*

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation programming.

2. *Respond to emergencies as required during and after regular scheduled workday(s), holidays, and weekends.*

3. Collect fees for classes and/or programs; issue receipts; balance and reconcile accounts; submit to Finance Department.

4. *When assigned, perform the duties and responsibilities of the Recreation Services Superintendent in the absence of the Recreation Services Superintendent.*

5. Perform related duties and responsibilities that may be assigned.

**QUALIFICATIONS**

**Knowledge of:**

1. Principles, practices and methods utilized in the administration of recreation, leisure services and program development.

2. Principles and practices of effective employee supervision, including selection, training, performance evaluation, and discipline;
3. Principles and methods of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards;
4. Computer applications related to area of responsibility;
5. Publicity techniques;
6. Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**
1. Plan, supervise, organize, review and evaluate the work of others;
2. Select, motivate, and evaluate staff and provide training and development;
3. Interpret and explain District policies and procedures.
4. Prepare clear and concise reports, correspondence and other written materials;
5. Communicate clearly and concisely, both orally and in writing.
6. Exercise independent judgment and initiative within general policy guidelines;
7. Establish and maintain effective working relationships with those contacted in the course of work.
8. Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

**Experience and Training Guidelines:**
Any combination of experience and education that would likely provide the required knowledge and abilities sufficient to successfully perform the essential duties listed above. A typical way to obtain the knowledge and abilities would be:

**Experience:**
Four years of increasingly responsible experience in recreation and/or facility program development and implementation.

**Training:**
Graduation with a Bachelor’s degree from a four year accredited college or university with major course work in recreation management, public or business administration or a related field. Additional qualifying experience as outlined above may be substituted for the educational requirement on a year-for-year basis.

**License or Certificate**
Possession of a valid California driver’s license and maintenance of an acceptable driving record while employed.

Possession of a valid Community CPR/First Aid Basics certificate.

**WORKING CONDITIONS**

**Environmental Conditions:**
Work in both indoor and outdoor recreational facilities, inclement weather conditions and around young children; exposure to potentially hazardous chemicals

**Physical Conditions:**
• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements.

• On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling and crawling; working at heights; standing for prolonged periods of time; operating motorized vehicles and equipment.

• Required to wear personal protective equipment (PPE) appropriate for job assignments; must comply with respiratory program and Cal OSHA standards.

**FLSA: Non-exempt**

**Application Process**
To be considered for this career opportunity, please submit a GVRD employment application to the main office, Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA or electronically to HR@gvrd.org. **Resumes without GVRD employment application** will not be considered for this position. Please visit [http://www.gvrd.org/](http://www.gvrd.org/) click: About us/Human Resources/Human Resources for full job description and employment application or employment applications are available at the main office. Office hours are 8:00 a.m. to 5:00 p.m.

**Supplemental Information**

**Pre-Screening**
GVRD will consider applicants who meet the minimum qualifications for the position and who have provided all requested application materials will be considered for an interview. Please be sure to include answers to the attached supplemental questions.

**Pre-employment**
Selected candidate will be required to successfully complete pre-employment background check including fingerprint check and reference check.

**Testing**
Candidates invited to interview in person may be asked to complete position specific exercises and/or testing.

**Other requirements:**
• Proof of legal right to work in the U.S.

**Equal Opportunity Employer (EOE)**
GVRD is an Equal Opportunity Employer and does not unlawful discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation or military status of such person.
Greater Vallejo Recreation District
Recreation Coordinator
Supplemental Questionnaire

This Supplemental Questionnaire must be completed and submitted with the GVRD Employment Application in order to be considered in the selection process. Incomplete questionnaires will not be considered. This Supplemental Questionnaire does not substitute a resume or any of the required application documents.

Please attach your answers to this questionnaire on a separate sheet(s) of paper, with your name on each sheet. Your answers should be concise, complete and clear. Limit your answers to 1/2 page per question and number the answers to correspond with the questions.

1. Describe your supervisory experience working in Aquatics and Sports.

2. In your review of GVRD’s Sports and Aquatics programs, what three additional programs that do not currently exist would you offer to increase programming and turnout?

3. Describe your administrative experience in Aquatics and Sports including the total budget and your budgeting role.

4. Describe your experience in supervising full time and part-time staff, including the number of staff, your role as supervisor, training, and evaluating.

I certify that all statements made in response to this supplemental questionnaire are true, and I agree and understand that misstatements or omissions of material fact may forfeit my rights to employment with the District.

___________________________________  __________________
Name  Signature  Date