



INVITES APPLICATIONS FOR THE POSITION OF

RECREATION COORDINATOR Events & Marketing

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$38.8843 – \$42.6274 per hour.

JOB TYPE

Permanent, Full-Time

FILING DEADLINE

Friday, June 7, 2019 @ 5:00 p.m.

THE POSITION

The City of Dublin is seeking a creative, personable self-starter to serve as its Events and Marketing Coordinator. Under the direction of the Cultural Arts Manager, the Coordinator is responsible for developing, organizing and supervising a variety of festivals and events, including the annual St. Patrick's Day Celebration that attracts over 60,000 visitors. This two-day event features a festival, parade, pancake breakfast, and fun run. The City coordinates the festival and run, while the other events are coordinated by community organizations. The festival features Irish music and dancing, Irish food, an Irish Tea Cottage, carnival midway and over 200 vendors.

Other events this position will coordinate include the Movie Nights, Summer concerts, Community Tree Lighting Ceremony, Breakfast with Santa, Letters from Santa, Dublin Splatter and park and facility dedication events. The Coordinator is responsible for partnership development and securing event sponsorships.

This position is highly visible in the community and requires someone with outstanding interpersonal skills, political acumen, and the ability to communicate effectively verbally and in writing. The City desires a collaborative and creative thinker who can maintain effective working relationships with community groups, sponsors, vendors, volunteers, dignitaries, elected/appointed officials, and other departments and agencies providing event support.

EXAMPLES OF DUTIES

- Develops, organizes and supervises the operations, activities and programs for special events;
- Recruits, trains, supervises and evaluates volunteer and part-time staff;
- Prepares promotional materials including flyers, program brochures, newsletters and press releases;
- Maintains records in connection with special events and public relations;
- Oversees facility operations; purchases supplies and equipment related to facility operations and maintenance;
- Prepares information and reports related to the Special Events and marketing budget;
- Attends day, evening and weekend meetings and events as needed.

QUALIFICATIONS

1. Education: The position requires the completion of two years of college or university work with an emphasis in Recreation, Leisure Studies or a closely related field. Bachelor's degree is highly desirable.
2. Experience: Two years of progressively responsible, paid experience in Recreation, Leisure Studies or a closely related field.
3. Licenses, Certificates and Special Requirements: Possession of a valid California Class C drivers' license and Certificate of Automobile

Knowledge of

- Recreation program management;
- Accepted techniques and methodology of supervising program activities and personnel;
- Preparing promotional literature including brochures, newsletters, flyers and press releases;
- Customer service techniques.

Ability to

- Utilize staff and volunteers effectively;
- Prepare clear and concise written and oral reports;
- Evaluate program effectiveness;
- Maintain accurate program records;
- Establish and maintain effective relationships with advisory committees, community groups and organizations;
- Occasionally lift, carry, push, pull or otherwise move objects;
- Communicate effectively with diverse audiences, agencies, community groups and other City Departments;
- Work flexible hours (day, evening, weekends).

BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **Recreation Coordinator** position is **\$38.8843 – \$42.6274** per hour. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%^{@55}; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%^{@62}; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,780.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union. The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE DEPARTMENT

The Parks and Community Services Department is comprised of three divisions; Recreation, Aquatics and Heritage and Cultural Arts. The department provides an array of programs and activities in support of the City's goal to build community. In addition, the department boasts some popular community facilities, which are available for rent, including the newest facility, The Wave (a 31,000 square-foot aquatic center anchored by an indoor pool and waterpark elements opened in 2017).

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 63,241 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on “**Member Agencies,**” under “**East Bay**” select “**Dublin,**” then on “**Recreation Coordinator (Events & Marketing),**” and “**Apply for Job.**” Applications must be received by 5:00 p.m. on Friday, June 7, 2019. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

The City of Dublin has determined the need to obtain additional information on selected candidates for the City’s RECREATION COORDINATOR position. To continue in the City’s recruitment process, you are required to complete this supplemental questionnaire along with your online application in www.CalOpps.org

If you have questions regarding the recruitment, please contact Human Resources at (925) 833-6605.

1. Please describe your experience coordinating a large scale special event or community festival from start to finish. Your answer should help provide a better understanding of the size and scope of the event (budget, attendance, revenue generated, net profit, number of staff and volunteers, etc.), the types of partnerships you established, and your specific role in implementing the event.
2. If you were asked by the City to create a new festival, what steps would you take to ensure the event was supported and well attended by the community?
3. Please describe your experience fundraising or securing event sponsorships. How much have you raised and what has been the key to your success?
4. Please provide a summary of your experience with oversight of marketing programs and promotional activities. This could include creating production schedules, editing publications and proofreading content, maintaining website content, preparing press releases and other promotional materials, and/or conducting community outreach.