



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

RECREATION TECHNICIAN SPECIAL EVENTS

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$36.06 - \$45.07 per hour

JOB TYPE

Permanent, Full-Time

FILING DEADLINE

Friday, November 15, 2019 at 5:00 PM

THE POSITION

The City of Dublin is seeking a creative and community oriented, self-starter to serve as Recreation Technician. Under the direction of the Recreation Coordinator-Special Events, this position is responsible for developing, organizing and overseeing a variety of recreational services, activities, and programs. The current vacancy is for a Recreation Technician who will assist with various community and special events, including the weekly Farmer's Markets, seasonal event and large-scale events, such as the St. Patrick's Day Festival, which attracts over 50,000 visitors. This job requires a flexible schedule to work at evening and weekend events.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assists with the City's recreation and community services programs which may include: aquatics, senior citizens, youth and adult sports, playgrounds, special events, camps, teens and preschool.
- Provides on-site supervision and implementation of assigned program areas.
- Assists with administrative tasks including the maintenance of records, files and other data.
- Assists in preparing promotional materials including flyers, program brochures, newsletters and press releases.
- Ensures that assigned program or event is operating in compliance with established health and fire department rules and regulations.
- Monitors facilities and activities of users; secures facilities as required.
- Issues equipment for recreational activities; prepares for special events such as dances and excursions.
- Participates in assessing supplies needed for events and requisition additional supplies as needed.
- Assists in the assurance that City recreational activities start and finish in the prescribed manner and time frames.
- Assists responsible staff to prepare for upcoming recreational events.
- Notifies participants for scheduling events and registration requirements.
- Coordinates recruitments, recommends for employment, trains, supervises and evaluates volunteers and temporary part-time staff.

CANDIDATE QUALIFICATIONS

1. Experience: Equivalent to graduation from high school, supplemented by college courses in community services, recreation program management, gerontology, or a related field. Graduation from an accredited community college with an AA degree, which includes courses in recreation, community service administration, gerontology, or a related field, is preferred.
2. Education/Training: Two years' experience performing entry level work in Parks and Community Services and/or Recreation programs.
3. Licenses/Certificates: Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability. Certification in CPR and First Aid preferred.
4. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

Knowledge of:

- Principles and practices of record keeping.
- Principles and practices of basic supervision and training methods and techniques.
- Principles and practices of standard safety precautions.
- Methods of program planning and evaluation.
- Operational characteristics of the assigned recreation program.
- English usage, vocabulary, spelling and punctuation.
- Customer service techniques.

Ability To:

- Work independently under minimal supervision.
- Schedule, train, and supervise the work of others.
- Problem solve conflicts and disputes.
- Assist in the operations of assigned recreation programs.
- Express ideas and communicate effectively verbally and in writing.
- Instruct and enforce safety rules.
- Analyze, interpret and explain program policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare written reports, newsletters, flyers and other written materials.

SALARY/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 TECHNICIAN** position is **\$36.06 - \$45.07** 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; (\$1,780.31 eff. 1/01/2020)
- 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; Three (3) paid floating holidays designated for December 23, 26 & 27, 2019.
- 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 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 53,462 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 whose background and experience most closely meet the City's current needs will be invited to participate in an interview/oral board. In addition, the selection process may consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

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.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of ancestry, age, color, disability, genetic information, gender, gender identity or gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex or sexual orientation.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on “**Member Agencies,**” “**City of Dublin,**” then on “**Recreation Technician,**” and “**Apply Now.**” Applications must be received by 5:00 p.m. on Friday, November 15, 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. In order 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 additional questions regarding the recruitment, please contact Human Resources at (925) 833-6605.

1. The City’s work week is Monday through Friday, 8:00 a.m.-5:00 p.m. The person in this position is frequently required to flex his or her schedule to cover weekend and evening events. Are you able to flex your schedule as required?
2. Please describe your experience working with volunteers and / or part-time seasonal staff.
3. Describe your experience planning and/or coordinating large Public/City events. Please tell us your role and explain the critical factors or elements involved in planning these large events.