



CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

Recreation Program Coordinator (Facilities & Events Assignment)

Monthly Base Salary: \$3,871 - \$5,182/month

Closing Date: November 5, 2021

The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful Oakland Hills, overlooking the San Francisco Bay. The city, which is virtually built out, consists of established residences on quiet tree-lined streets. Within Piedmont's 1.8 square-mile area there are five city parks and numerous landscaped areas which offer wooded paths, tennis courts, children's playgrounds and picnic facilities.

DEFINITION

The Facilities & Events Program Coordinator is responsible for the management and coordination of facility rentals for three city buildings as well as more than ten citywide community events. Candidates for this position should be self-starters and able to work independently, have a passion for creating unique and memorable events and impeccable customer service and possess an acute attention to detail.

Under general supervision, plans, organizes, coordinates, and oversees a variety of recreation activities for individuals of all ages and abilities within an assigned program; obtains contract services; coordinates or schedules the use of facilities; monitors facilities for maintenance or safety concerns; assists in coordination of City events; provides administrative support and assistance to the Recreation Supervisor; fosters cooperative working relationships with various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor. May exercise technical and functional supervision of part-time staff and/or volunteers.

CLASS CHARACTERISTICS

This is the journey-level class within the Recreation classification series responsible for organizing, inspecting, conducting, and coordinating a variety of recreation activities to ensure that facilities and programs are safe and effective and provide the highest level of customer satisfaction for public use. Incumbents regularly work on tasks that require discretion and independent judgment. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. This class is distinguished from Recreation Supervisor in that the latter is the full supervisory-level class and has responsibility for formulating policy, developing goals and objectives, monitoring and administering program budgets, and directing operations for multiple programs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates, oversees, and participates in day-to-day operations of one or more recreation facilities, including event management and facility maintenance; performs tasks in accordance with City rules, regulations, policies, and procedures.
- Oversees rental and registration activities, bills clients, and ensures accurate recordkeeping.
- Plans, staffs, supervises, and implements assigned special events; meets with prospective clients to tour facilities; develops instructional packets for event staff including providing logistical details to ensure events proceed as planned.
- Selects, supervises, and reviews the work of part-time, seasonal, and/or temporary employees and volunteers in area of assignment; provides training; and prepares work schedules.
- Inspects and monitors assigned program area facilities and equipment on a regular basis and recommends maintenance and repair as needed.

- Estimates costs of and orders supplies and materials for assigned program area; maintains records of purchase orders; initiates payment for contract services and troubleshoots payment issues; and monitors expenditures and revenues.
- Opens, secures, and cleans buildings and other areas before and after program use; prepares facilities and sets up equipment for scheduled recreational activities/events.
- Implements and monitors City procedures with respect to participant safety.
- Assists in coordination of citywide events such as the Harvest Festival, 4th of July Parade, Halloween, Donuts & Dreidels, Santa Breakfast, Tree Lighting Ceremony and Noon Year's Eve.
- Participates in the development and implementation of goals, objectives, policies, and priorities for area of assignment; evaluates programs and recommends improvements or modifications and ensures the programs are reflective of the community's needs, the City's and Division's overall goals, policies, and ordinances, and in compliance with applicable federal, state, local, facility, and safety rules, regulations, and guidelines.
- Develops and maintains positive and collaborative relationships with community groups, residents, and school representatives, in the development and coordination of citywide events and facilities reservations.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services, in person and by telephone; resolves problems and/or refers to them to a supervisor.
- Sets up and uses a variety of recreational, educational, cleaning, and other equipment related to assigned program as well as standard office equipment.
- Strong interpersonal skills and ability to manage community members with a diverse range of needs.
- Design and create marketing materials to promote community events and facility rentals.
- From concept to clean-up, ensures City-wide events are enjoyable, engaging and committed to diversity, equity and inclusion.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, methods, and materials used in planning, implementing, and maintaining a variety of recreation and leisure activities and sports programs for individuals of all ages and abilities.
- Principles, practices, and service delivery needs related to facility reservations and event planning for various events such as graduations, weddings, and other events.
- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review, and training.
- Basic principles and practices of contract administration.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable regulations and rules related to the program and facility to which assigned.
- Standard office practices and procedures, including recordkeeping, business mathematics, and basic computer applications related to the work.
- Safety principles and practices, including basic first aid and adult and child cardiopulmonary resuscitation (CPR) methods.
- Recordkeeping practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, direct, supervise, and evaluate the work of assigned staff.
- Train staff in work and safety procedures.
- Prepare facilities for use for recreation, sports, enrichment classes, and activities such as graduations, weddings, and other events.
- Interpret, apply, and explain policies, rules, and regulations related to assigned activities.
- Maintain accurate records and files and account for fees received.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and child CPR.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree from an accredited college or university with major coursework in recreation, leisure services, or a related field and three (3) years of experience providing direct service in a variety of recreation, sports, or event coordination activities. A bachelor's degree is desirable and may be substituted for one (1) year of the required experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment. The City of Piedmont monitors DMV activity over the course of employment.
- Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or sports facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and push and pull drawers open and closed to retrieve and file information. Strength is needed to lift and carry recreation equipment weighing up to 50 pounds for extended periods of time; and flexibility to lift, carry, push, pull, or move objects. May involve significant standing, walking, pushing, bending and/or pulling to participate in recreation activities. Visual acuity sufficient to perform computer work and other essential functions of the position. Hearing and speech to communicate in person, before groups, and over the telephone.

The City is currently implementing a mandatory COVID-19 vaccination policy. As a condition of employment, employees must be fully vaccinated for COVID-19 unless a reasonable accommodation request for a medical or religious exemption has been approved by the City.

ENVIRONMENTAL ELEMENTS

Employees may work in the field and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings and/or weekends, as needed. Must be fingerprinted for submission to the California Department of Justice in order to work with children.

COMPENSATION

Monthly Salary: \$3,871 - \$5,182/month (FLSA: Non-exempt)

BENEFITS

The City currently offers the following benefits to its employees:

- Medical, with a generous amount of the premium paid by the City
- Delta Dental Premier, with orthodontia @ \$5,000 lifetime maximum, premium paid in full by the City
- Vision, with the ability for an annual exam, premium paid in full by the City
- Employee Assistance Plan
- Life insurance with a value of 2X your annual salary, and long term disability @ 60%, premium paid in full by the City
- Retirement benefit depends upon membership date: Classic employee CalPERS 2% @ 60, employee share is 7%. New Members 2% @ 62, employee share is currently 6.75%. **The City also participates in Social Security**
- Vacation: Accrue 11 days per year to start at the rate of 6.875 hours per month
- Personal Leave: In lieu of overtime, from 4 – 10 days of leave with pay each year
- Holidays: 13 days per calendar year
- Sick leave accrual @ 10 hours per month
- Deferred compensation, credit union and tuition reimbursement available
- Children of full-time City employees are eligible to attend school in the Piedmont Unified School District. Additionally, the children of full-time employees are eligible to attend the Skipping Stones (based upon eligibility for ages 2 yrs. 9 mo--four years), and Schoolmates (elementary school aged) programs at no charge.

THE APPLICATION PROCESS

To be considered for this employment opportunity, a city employment application must be submitted by November 5, 2021. Please apply online at <https://piedmont.casellehire.com/jobs/>. The City of Piedmont complies with ADA is an Equal Opportunity Employer and is seeking a diverse candidate pool. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

The City reserves the right to close this recruitment at any time and not fill this position.

The information contained herein is subject to change and does not constitute either an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

Human Resources
120 Vista Avenue, Piedmont, CA 94611
510-420-3047

10/4/2021