



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Recreation Specialist

\$4,225 - \$5,135 monthly salary effective 12/31/2022
Open Competitive Recruitment

THE OPPORTUNITY:

The City of San Gabriel Community Services Department is recruiting for the position of Recreation Specialist. This position provides an exceptional opportunity for the ideal candidate to develop a career in community programming with our historic “City with a Mission”. A career with the City of San Gabriel offers excellent pay and benefits, a variety of programs and assignments, outstanding professional training and development opportunities, and a great location for living and working in Southern California.

THE IDEAL CANDIDATE:

The ideal candidate is highly motivated and passionate about community programming and has experience working with contract classes and/ or older adult programming. The ideal candidate is a strong leader, has sound judgment, is an outstanding communicator, and effectively cultivates a great team environment.

POSITION SUMMARY:

Under general supervision of the Recreation Supervisor, the Recreation Specialist oversees the contract class and older adult programs, coordinates various City-wide special events including but not limited to Play Day, Walk to LA, and Art in the Park. In addition, the Recreation Specialist plays a key role in the delivery of customer service in the front office and counter areas; and responds to inquiries, complaints, or requests for information and services from interested community groups and citizens regarding facility rentals, recreational programs, events, and other services; processes passports; helps maintain records and reports regarding new and ongoing recreational programs and services; and performs other related duties as assigned.

This position involves a varying schedule and requires working nights, weekends and holidays as needed.

MINIMUM QUALIFICATIONS:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- One year of work experience in recreation and community services.
- Bachelor’s degree in recreation or leisure programs, public administration, or a closely related field is desirable.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver’s License and ability to maintain a satisfactory driving record are required.

- Continued on back -

Physical Demands:

Ability to lift-up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time: and get from one location to another while in the course of doing business.

For a more detailed description of job duties and requirements, please see Appendix "A" (Job Class Spec).

SUMMARY OF BENEFITS:

- **Retirement:** CalPERS Retirement with 2%@60 for "classic" PERS members and 2%@62 for new PERS members. Participating San Gabriel employees retain their existing PERS status.
- **Health Benefits:** City paid contribution of up to \$1,568 per month toward employee medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of the City's group insurance with proof of coverage elsewhere.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$50 per month to a 457 plan for participating employees. The matching contribution requires the employee to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee's in this classification who have an associate, bachelor or master degree from a USDE accredited college or university shall be eligible for premium education pay. Premium education pay shall be provided as follows:
 - Associate Degree.....\$100 per month
 - Bachelor Degree.....\$200 per month
 - Master Degree.....\$300 per monthPremium education pay is non-cumulative, meaning an employee can only receive one premium pay option at a time.
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Long Term Disability (LTD) & Life Insurance:** City paid LTD and life insurance (1x annual salary).
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **Bilingual Pay:** \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay must be deemed appropriate for the position and approved by the City.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the City does not make a contribution towards premiums (employee covers all premium/out-of-pocket costs associated with the plans).
- **Paid Leaves:**
 - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
 - Sick: Accrue 96 hours of sick leave per year.
 - Holiday: 104 hours of paid holiday time per year.
- **Annual Leave Cash-Out Options:**
 - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
 - Vacation Buy Back: Option to cash-out of up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).
 - Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).

- **Alternative Work Schedule:** Depending on the Department’s needs, an alternative 9/80 work schedule may be allowed. Optional 9/80 work schedule provides alternating Fridays off.

For more details on the compensation and benefit provisions available to employees in this classification, please reference the published “Salary, Compensation, and Benefits Policy” on the City of San Gabriel official website.

APPLICATION INSTRUCTIONS:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments to the online application: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications required and/or applicable for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **The filing period for this recruitment will close at 4:00pm on Thursday, December 29, 2022, or when a sufficient number of qualified applications have been received, whichever occurs first. As such, please do not hesitate to apply as this recruitment may close at any time without notice.** Only online applications will be accepted. Faxed, emailed, and/or hard copy applications and/or attachments will not be accepted.

RECRUITMENT EXAM PLAN & SCHEDULE (TENTATIVE):

The following is the tentative exam plan and schedule for this recruitment. Please prepare your schedule in advance to accommodate the anticipated schedule. Note that this schedule may be changed if the City deems it necessary. Please regularly check the posted flier for changes.

- Application Period..... November 22 – December 29, 2022
- Oral Appraisal Interview..... Week of January 9
- Practical Exam..... TBD (If necessary)
- Selection Interview..... Week of January 16
- Target Start Date..... February 20, 2023

PRE-EMPLOYMENT REQUIREMENTS:

Candidates receiving a conditional offer of employment from the City for this position shall be required to satisfactorily complete a (1) supplemental application, (2) medical examination, (3) Live Scan fingerprint check, (4) work experience and education verification, and (5) professional reference check. Unsatisfactory results and/or failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment for this position.

GENERAL EXAMINATION, SELECTION & HIRING PROCESS:

The examination, selection, and hiring process typically includes the following:

1. **Application Screening:** All submitted applications will be screened for minimum qualifications.
2. **Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings, average scores and the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.
3. **Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal interview is an assessment of the candidate’s experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral appraisal interview are

typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral panel interview to qualify for the Eligibility List.

4. **Eligibility List:** Those attaining a qualifying score on the oral panel interview will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.
5. **Practical Exam:** For some positions/recruitments, a practical exam is administered. The practical exam is generally used as a supplemental evaluation tool and is typically not scored or used for qualifying purposes.
6. **Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
7. **Pre-Employment Process:** Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete the pre-employment process. The pre-employment process consists of (1) supplemental application, (2) medical examination, (3) fingerprint background check, (4) work experience and education verification, and (5) professional reference check. Some position classifications will also require a comprehensive background check and drug screening as part of the pre-employment process. Failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall
425 South Mission Drive
San Gabriel, CA 91776

(626) 308-2802
hr@sgch.org
www.sangabrielcity.com
JobID#244

APPENDIX A

CLASSIFICATION SPECIFICATION

RECREATION SPECIALIST

JOB SUMMARY:

Under general supervision, the Recreation Specialist performs a variety of simple to moderately complex administrative duties; assists with the coordination and implementation of recreational programs and events; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Recreation Specialist provides administrative services to the Community Services Department. This class differs from a Recreation Coordinator due to the level of experience required and complexity of work performed.

EXAMPLES OF DUTIES:

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

- Plays a key role in the delivery of customer service in the front office and counter areas; receives and directs messages from incoming telephone calls, e-mails, and in person; refers telephone calls to appropriate City staff for further assistance as needed; and responds to inquiries, complaints, or requests for information and services from interested community groups and citizens regarding facility rentals, recreational programs, events, and other services.
- Processes passports; assists the Community Services Director with a variety of recreational programs and special projects; and maintains records and reports regarding recreational programs and services.
- Assists with the coordination and assigned programs related to senior, adult, and/or youth classes, activities, workshops, sports, contract classes, special events, and other related programs; assists with special events in Community Services and other City departments; and helps maintain records and reports regarding new and ongoing recreational programs and services.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Theories, principles, and practices common to the field of recreation and leisure services, office administration practices and procedures, and City department policies and procedures.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; modern office methods, procedures, and equipment, including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Understand community needs in a variety of recreation areas and successfully implement activities according to those needs, and correctly interpret and apply general administrative and department policies and procedures.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion in dealing with sensitive situations and concerned people and customers.
- Understand and follow oral and written directions as provided; work at times with minimum supervision; create and edit a variety of documents; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- Bachelor's degree in recreation or leisure programs, public administration, or a closely related field is desirable.
- One year of experience in recreation and community services.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and at indoor and outdoor recreational facilities. Employee may travel to different locations and may be exposed to inclement weather conditions, noise, vibration, or dust. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: February 8, 2018