

Community Services Supervisor

Open Competitive Examination

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become a Community Services Supervisor in our Recreation and Community Services Department.

Under general direction, plans, organizes, develops, monitors, and supervises the City's community services related activities and programs; and performs related duties as required.

IMPORTANT & ESSENTIAL DUTIES

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

- In assigned program areas, assists the Director of Recreation and Community Services in planning, implementation, and community services programs.
- Promotes community participation, information and cooperation in implementing social programs.
- Coordinates with other agencies to develop, evaluate, and promote special services for youths and senior citizens.
- Provides leadership, supervision, and direction for Senior Citizens programs and activities at the Senior Citizen Center.
- Interacts with youths, monitors juvenile delinquency, and develops delinquency prevention programs, as well as outreach strategies for youths at risk.
- Provides the direct service or act as a resource/referral service for youths.
- Develops and monitors the day camp services for youths.
- Organizes and implements new citizenship development programs.
- Coordinates and promotes job training, job development, and placement contacts for youths.
- Compiles and maintains a human resource directory of services.

IMPORTANT & ESSENTIAL DUTIES (continued)

- Establishes networks and contacts with service providers.
- Researches consumer and health-related resources for residents.
- Develops private sector cooperation and support.
- Trains, supervises, and evaluates Community Services Division staff with the Director's oversight.
- Participates with the management team in goal setting and problem solving and responds to duties and responsibilities which may be assigned from time to time.
- Assists in budget preparation, and performs other administrative duties.
- Directs the placement of barricades, traffic delineation, flashers, and advanced warning signs at job sites and hazardous locations.
- Responds to hazardous materials/situations, performs site clean-up procedures; interfaces and cooperates with various agencies in an emergency situation and complies with all mandated requirements.
- Prioritizes and manages work orders; calls in underground alerts in anticipation of upcoming projects; supervises operation, provides input and documentation for various reports as requested.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices needed in designing and directing community service programs and activities.
- Principles and practices of supervision.
- Program promotion and advertising techniques.
- Basic safety precautions and practices.

Ability to:

- Work effectively with a multi-ethnic community.
- Supervise others.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationship with other City department employees, officials, groups, and other levels of government.

JOB-RELATED & ESSENTIAL QUALIFICATIONS (continued)

Ability to:

- Write and speak Spanish (desirable).
- Operate a computer (highly desirable).

EXPERIENCE & EDUCATION GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Experience: A minimum of three (3) years of recent professional experience in community services, including one (1) year in a supervisory capacity, is required. Two (2) years of experience may be substituted for one (1) year of education to a maximum of two (2) years.

Training: Any combination of education equivalent to graduation from college with a Bachelor's Degree in Social or Behavioral Sciences, or a related field, is required.

Special Requirements: Must possess a valid California Class C Driver's License on appointment, and as a condition of continued employment.

Must stay current in field and acquire all necessary training that new technological changes and new laws may present.

40-hour work week; flexible schedule, evening and weekend work may be required.

Physical Requirements: Essential duties require the following physical abilities and environmental conditions: ability to sit, reach, twist, climb, lean, operate computer keyboard for long periods, lift files from desk top and drawers, tolerate exposure to vibration, pitch, and glare from the computer.

May be exposed to sun, and work under high and low temperatures associated with Southern California climate.

COMPENSATION AND BENEFITS

Salary Range: \$58,512 - \$72,468 Per Year.

Retirement: Public Employees' Retirement System (PERS) 3% at 60 and 2% at 55 formulas for Classic members, depending on hire date; and 2% at 62 for PEPRAs members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

Insurance: Fully paid health, dental, and vision for full-time employees hired before 7/1/09, as well as for their dependents. For full-time employees hired after 7/1/09, City shall only pay full cost up to the highest HMO medical and full cost for Dental and Vision for employee and eligible dependents.

Life Insurance: City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase (at group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

Sick Leave: 12 days per year. Maximum accumulation of 100 days (800 hours). Accumulation in excess of the maximum is paid annually at a rate of one day's pay for two days Sick Leave.

Vacation: Accrual varies based on years of service and ranges from 10 days (80 hours) per year for 0 to 4 services years to 20 days (160 hours) for 15 service years or more.

Holidays: 12 paid holidays per year.

Uniform Allowance: Uniforms are provided and replaced where applicable, as per Department requirements.

Overtime: Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week, based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

Call Back Time: Any general employee called back to work other than as continuation (immediately preceding or following) their regular established work schedule will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. Minimum of 2 hours applies.

Bilingual Bonus: \$100 per month for employees who qualify. Bonus is paid from the day the employee achieves a passing score on their Bilingual exam.

Longevity: 3% above base monthly salary upon completion of 10 years of continuous service. Additional 1% on completion of 20 years, and additional 1% on completion of 30 years of service.

Tuition Reimbursement: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify through their Department Head that there is enough fund allocation in the budget for this item.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense. You may complete and/or download an application online at www.sfcity.org or in person at the specified address below.

Completed application must be received in the Personnel Division on or before **Friday, November 17, 2017, at 5 pm** (postmarks will not be honored).

Please forward all correspondence to:

**City of San Fernando - Personnel Division
117 Macneil Street, San Fernando, CA 91340
(818) 898-1239**

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



**INVITES
APPLICATIONS
FOR**

***Community Services
Supervisor***

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SALARY

\$57,624 - \$71,376 Per Year

FILING DEADLINE:

**Friday
November 17, 2017
@ 5 pm**