

Recreation Leader I

Open Competitive Examination

Seasonal and Part-time employees are appointed by and serve at the will of the Department Head.

THE POSITION

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

Under direction, supervises and monitors parks and/or gymnasium facilities, and may supervise, lead and direct youths and/or adults in a wide variety of recreational activities.

IMPORTANT AND ESSENTIAL DUTIES

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

- Supervises facilities and is department's on site representative;
- Performs constant inspections of facilities for safety and risk management items;
- Opens and closes facilities, and turns field lights on and off for scheduled groups;
- Sets up and tears down chairs and tables, and does light maintenance as needed;
- Assists in program publicity through flyer, newsletters, signs and posters;
- Keeps records, and prepares related reports such as attendance, accident, and maintenance requests; and
- Works special events and assists in a wide variety of activity for children and adults.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

- Paid or verifiable volunteer experience working with people is required.

Training:

- High School graduation or its equivalent is required.

Special Requirements:

- Must possess and maintain a valid California Class C Driver's License.
- Must have own transportation to travel within City limits.

Desirable Requirements:

- Ability to speak Spanish.

Work Schedule:

- Part-time, 18 – 20 hours per week.
- Flexible schedule.
- May be required to work weekends.

Essential Duties Require the Following Physical Abilities and Environmental Conditions:

- Ability to sit, kneel, stand, walk, crouch, stoop, reach, twist, climb, and lift about 50 lbs;
- May be exposed to the sun, and work under high and low temperatures (mostly between 40 and 90 degrees); and
- May be exposed to frequent loud noises and toxic/poisonous substance, as well as, slippery surfaces.

**Parks
Make
Life
Better!**

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 should be returned 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.



COMPENSATION AND BENEFITS

Salary Range: \$10.50 - \$12.40 Per Hour.

Retirement: Public Employees' Retirement System (PERS) 2% at 55 for Classic members; 2% at 62 for PEPR members. Both are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

Insurance: Full Flex Cafeteria Plan; employee receives a monthly flex dollar allowance of \$820 to apply toward Medical, Dental and Vision benefits offered through the City's insurance plans.

Life Insurance: City pays for \$25,000 term life/AD&D insurance policy for each employee.

Sick Leave: 24 hours per year with a maximum accrual of 8 hours.

Vacation: Accrual varies based on actual hours worked per pay period, as well as total hours of City service. Ranges from 0.04 hours to 0.07 hours of leave for each hour worked for employees with 10,000 or more total hours of City service.

Holidays: City pays an additional one-half hour of pay at employee's regular rate of pay for each hour actually worked on New Year's Day, Thanksgiving Day, and Christmas Day.

Uniform Allowance: \$150 per year for all non-sworn personnel in the Police Department. Uniforms are provided and replaced for unit employees, including Community Preservation Officers, as required by the Department.

Overtime: Paid at the rate of one and one-half times of the employee's regular rate of pay for the overtime hours worked in excess of 40 hours in that same work week.

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: \$50 per month for eligible employees that work 79 hours or less per month, and \$100 per month for eligible employees that work 80 hours or more per month. Bonus is paid from the day the employee achieves a passing score on their Bilingual exam.

Tuition Reimbursement: City shall reimburse tuition for approved courses up to a maximum of \$1,500 per fiscal year. Employee shall first verify through their Department Head that there is enough fund allocation in the budget for this item.

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

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SALARY

\$10.50 - \$12.40 Per Hour

FILING DEADLINE:

**OPEN UNTIL FILLED
Apply Immediately**

