



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;

IMPORTANT AND ESSENTIAL DUTIES

(Continued)

- 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.



EXPERIENCE AND TRAINING

GUIDELINES

(Continued)

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.

APPLICATION PROCESS

Interested applicants should complete designated City application forms and return them to the Personnel Division at San Fernando City Hall.

Applications may be picked-up at San Fernando City Hall (117 Macneil Street, San Fernando); **OR** via email (personnel@sfcity.org); **OR** you may complete an application online (www.sfcity.org).

Completed application should be returned to:

***City of San Fernando - Personnel Division
117 Macneil Street, San Fernando, CA 91340
(818) 898-1220***

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped 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.

SALARY AND BENEFITS

\$12.00 - \$14.18 Per Hour

Very limited benefits are applicable through membership with the San Fernando Part-Time Employees Bargaining Unit.

EMPLOYMENT PROCESS

The City of San Fernando only accepts applications for positions which are currently open. 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.

Applications are screened for relevant education, experience and/or licensing requirements as stated on the employment opportunity bulletin. Those persons most qualified may be required to compete in any combination of written, oral or performance examinations.

Applicants who require special testing arrangements must contact the Personnel Office prior to the final filing date. Candidates who successfully pass the examination process are placed on an eligibility list.

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.

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.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports. The weather in San Fernando is Mediterranean, with average annual rainfall of 12 – 17 inches, and 44% humidity. Temperatures range from highs of 90 degrees in summer to lows of 47 degrees in winter.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.



**INVITES
APPLICATIONS
FOR**

***Recreation
Leader I***

Open Competitive Examination



SALARY

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FILING DEADLINE:

**OPEN UNTIL FILLED
Apply Immediately**