

Program Specialist

Open Competitive Examination

THE POSITION

The City of San Fernando is seeking a highly motivated, energetic, creative, and responsible Program Specialist in the Recreation & Community Services Department.

Under direction, plans, organizes and directs recreational, social, educational and cultural activities for youths, adults and senior citizens. Specific program areas include adult sports, youth sports, contract classes, citywide special events, youth intervention, facility rental program, and senior citizen activities. Performs other related work as assigned.

IMPORTANT AND ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Plans, organizes and directs recreational, social, educational and cultural activities for youths, adults and senior citizens.
- Develops and recommends new programs to meet community needs.
- Prepares and distributes program materials.
- Purchases supplies and maintains records.
- Conducts group meetings and training with program participants.
- Coordinates department marketing efforts.
- Prepares publicity materials, schedules, bulletins, newsletters, department brochures, reports and related materials.
- Evaluates programs and events, and prepares relevant reports.
- May supervise and evaluate the work of part-time and volunteer staff.
- Responsible for administrative functions in main office.

IMPORTANT AND ESSENTIAL DUTIES (continued)

- Responsible for administrative functions in main office.
- Takes lead with guidance of department's marketing, sponsorship and publicity efforts.
- Assists in organizing, promoting and implementing citywide festivals and events.
- Interprets departmental programs, policies and procedures.
- Responds to and assists in resolving citizen complaints.
- Schedules trips, monitors and coordinates Proposition "A" bus program.
- Performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and techniques of special event planning.
- Record keeping methods.
- Computer database programs.
- Social and economic issues associated with the service population.
- Principles and techniques of recreation programming.
- Recreation, sport, and leisure program administration, including the rules governing each sport offered by the department.

ABILITY TO:

- Plan, organize and direct senior citizen, youth and adult recreational activities.
- Write clear and accurate reports.
- Establish and maintain effective working relationships with program participants and co-workers.
- Coordinate the work of part-time and volunteer staff.

MINIMUM QUALIFICATIONS (continued)

ABILITY TO:

- Communicate effectively both orally and in writing
- Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- Work both independently and collaboratively while applying strong management and leadership skills.
- Understand and speak Spanish (highly desirable).

EXPERIENCE AND TRAINING GUIDELINES

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

EXPERIENCE: One year full-time or two year volunteer experience coordinating recreation programs, community service work or related field is required.

TRAINING: High school graduation or its equivalent is required. Graduation from an accredited two or four-year College or University is highly desirable.

SPECIAL REQUIREMENTS: Must possess a valid California Class C driver's license and insurability.

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

Work a flexible schedule in accordance to department needs including but not limited to early mornings, late evenings, weekends, and holidays.

PHYSICAL REQUIREMENTS: Essential duties require the following physical abilities and environmental conditions:

Required to regularly sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and lift about 40 Lbs.; may be exposed to sun, and work under high and low temperatures (mostly between 40 and 90 degrees); may be exposed to frequent loud noises and toxic/poisonous substances, as well as slippery surfaces; operate computer for long periods and tolerate exposure to vibration, pitch and glare from the computer.

SALARY AND BENEFITS

\$46,440-\$57,516 per year

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

MEDICAL INSURANCE: As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance (\$970.08 Single; \$1,672.40 Two Party; and \$2,247.52 Family) to apply toward medical, dental, and vision benefits offered through the City insurance plans.

LIFE/AD & D 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.

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

SICK LEAVE: 12 days per year- Maximum accumulation of 100 days (800 hrs.) – Accumulation in excess of the maximum is paid at the end calendar year at the rate of 35% of the employee's regular rate of pay.

HOLIDAY: 13 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 a continuation (immediately preceding or following) of their regular established work schedule, will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. The minimum period to be compensated for call backs shall be 2 hours.

BILINGUAL BONUS: \$100 Bilingual pay per month to eligible employees.

LONGEVITY: 3% longevity salary increase after 10 years of continuous service. Additional 1% after 20 years and 1% after 30 years.

TUITION REIMBURSEMENT: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year.

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. All applications are screened for relevant education, experience and/or licensing requirements. Those persons most qualified may be required to compete in any combination of written, oral, or performance examinations. 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.

You may pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); OR via email (personnel@sfcity.org); OR you may download an application online (SFCITY.ORG/Hiring-Now).

Please forward all correspondence and questions to:

***CITY OF SAN FERNANDO
PERSONNEL DIVISION
117 MACNEIL STREET
SAN FERNANDO, CA 91340
(818) 898-1221***

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.



**INVITES
APPLICATIONS
FOR**

***PROGRAM
SPECIALIST***

Open Competitive Examination

SALARY

\$46,440 - \$57,516 Per Year

(Plus Excellent Benefits)

FILING DEADLINE:

**OPEN UNTIL FILLED
APPLY IMMEDIATELY**

**FIRST REVIEW:
FRIDAY, SEPTEMBER 2, 2022**