

Social Services Coordinator

Open Competitive Examination

THE POSITION

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

Under direction, plans, organizes and coordinates a social services program(s) providing community support and services; plans, coordinates and implements one or more Citywide programs for a specific constituent group; ensures compliance with program-related regulations, guidelines and grant restrictions; may oversee the operations of a facility; 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, assigns, schedules, supervises and evaluates the work of assigned part-time staff and provides lead-level direction to full-time staff; with staff develops, implements and monitors work plans to achieve assigned unit objectives; provides input to the annual budget; makes purchases and other expenditures in accordance with City procedures and monitors performance against the annual budget; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepares and maintains a variety of records and reports.
- Interviews and participates in selecting new program staff including contractors and instructors; supervises and evaluates program staff performance; regularly monitors performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted.
- Organizes, supervises, monitors and evaluates program development, implementation and administration in assigned program area; oversees and evaluates results of needs assessments; identifies, develops, recommends and implements program goals, objectives, curriculum and activities to meet those needs; researches new and innovative programs and trends and adapts and introduces programs to meet community needs; administers program logistics including facility needs, registration, fee collection and promotion; implements program schedules; recruits and coordinates recreation contractors and/or volunteers to carry out applicable program components; monitors and evaluates program effectiveness and recommends changes as needed.

IMPORTANT AND ESSENTIAL DUTIES

(continued)

- Assists with development of program budgets; administers program budgets including reviewing invoices for budget expenditures; maintains program tracking databases; participates in program evaluation, measurement and verification activities; prepares financial, participant and program activity reports for review and distribution within the City and to other interested parties.
- Oversees the development and coordination of departmental special events; assists with setup and cleanup for various meetings and events; contacts vendors for food orders, marketing materials, supplies and audiovisual equipment; handles other meeting and event logistics including soliciting volunteers.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer services oriented work environment that supports achieving the department's and City's mission, objectives and values regarding teamwork, mutual trust and respect; applies best practices and quality assurance processes to assigned areas of responsibility.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices of organizing, planning and conducting recreational, cultural and community activities and programs.
- City recreation, cultural and community programs, policies and procedures.
- Federal, state and local laws, regulations and court decisions governing area of assignment.
- City organization, rules, policies and procedures applicable to departmental operations.
- Developmental and social needs of a diverse youth, teen, adult, senior, disabled and/or special needs population as assigned.
- Principles and practices of needs assessment, program implementation and program evaluation.
- The principles, practices, techniques, trends and literature of social services interviewing, casework, diagnosis, and assessment.
- Principles and practices of administration, budget, and personnel management applicable to assigned responsibilities.
- Knowledge of the San Fernando community and issues surrounding quality of life and social needs.
- Knowledge of City human resources policies and labor contract provisions.
- Establish and maintain effective working relationships with all those encountered in the course of work.

MINIMUM QUALIFICATIONS

(continued)

ABILITY TO:

- Plan, organize, implement and evaluate activities and operations of assigned programs, projects, events and facilities.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Analyze problems, evaluate alternatives and recommend effective courses of action.
- Research and interpret data, in basic statistical or narrative form.
- Report child or elder abuse, neglect or domestic violence in accordance with mandated reporting requirements.
- Plan, assign, supervise, review, and evaluate the work of professional social service casework and support staff.
- Identify community service, cultural and recreational needs and recommend appropriate programs and intervention strategies.
- Communicate effectively, both orally and in writing.
- Represent the City effectively in interactions and meetings with diverse group of participants, community groups and the public.
- Use tact and diplomacy in dealing with difficult issues, situations and concerned people.
- Understand and speak Spanish is highly preferred and is required for some assignments.

EXPERIENCE AND TRAINING GUIDELINES

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

EXPERIENCE: Three (3) years of professional level in social work with a public social services agency or private social services provider are required. An equivalent combination of training and experience is acceptable.

TRAINING: A Bachelor's degree in Recreation, Physical Education, Human Services, Social Services, Sociology, Psychology, or a closely related field from an accredited college or university is required.

SPECIAL REQUIREMENTS: Must possess a valid California Class C driver's license and insurability. Valid CPR and First -Aid Certificates are required.

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

Required to regularly sit, walk and stand; required to talk and hear; reach with hands/arms; feel and handle objects using hands and fingers; operate tools or controls using hands and fingers; perform repetitive movements with hands and wrists; frequently required to lift up to 25 pounds unaided. Specific vision abilities required for this job include close vision and the ability to adjust focus.

SALARY AND BENEFITS

\$55,249 - \$68,440 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 PEPRA 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 (\$1,008.88 Single; \$1,739.30 Two Party; and \$2,337.42 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 21 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** you may download an application online (SFCITY.ORG/Hiring-Now). Applications may be submitted in person; **OR** via email (personnel@sfcity.org); **OR** by regular mail.

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

Social Services Coordinator

Open Competitive Examination

SALARY

\$55,249 - \$68,440 Per Year

Salary Effective 07/2023

(Plus Excellent Benefits)

FILING DEADLINE:

**OPEN UNTIL FILLED
APPLY IMMEDIATELY**

**FIRST REVIEW:
MONDAY, JUNE 12, 2023**