



CITY OF SAUSALITO

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RECREATION SUPERVISOR – SPECIAL EVENTS **\$4,710-\$6,312/month D.O.Q.**

Full-time Position in the Parks & Recreation Department
Application Deadline: May 8, 2015 by 5:00 p.m.

THE COMMUNITY: Sausalito is a beautiful bay front city of 7,400 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year round population. It has been geographically blessed with a variety of natural features that define residential neighborhoods, commercial districts, harbors and waterfront, and a maritime-oriented office/industrial district. The blend of historical buildings, wooded hillsides, sweeping bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty. Residents are community-oriented and very supportive of City staff.

CITY GOVERNMENT: Sausalito is a General Law City incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services that includes Administration, Finance, Police, Public Works, Parks and Recreation, Community Development and a Public Library. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

THE PARKS AND RECREATION DEPARTMENT: The Parks and Recreation Director heads up a staff that includes two full-time Recreation Supervisors, a full-time Administrative Aide and a number of part-time Recreation Leaders and volunteers. A dedicated and energetic Parks and Recreation Commission assists the staff in successfully planning and carrying out a number of year-round special events and programs, in coordinating a varied offering of classes and sports activities, and in spearheading improvement and beautification projects for City parks and public facilities.

A sampling of Parks and Recreation Department projects includes:

- Annual summertime Jazz and Blues by the Bay weekly concert program from June through August
- Fourth of July celebration including a community parade, picnic and music in the park, followed by an evening of music and spectacular fireworks over the Bay
- Annual Arias in the Afternoon opera concert
- Monthly Concerts for Kids from June through October
- Support to the City's three Sister City Programs; Sakaide, Japan, Caiscais, Portugal, and Vina del Mar, Chile
- Halloween Parade, Haunted House, and Trick-or-Treat Lane

- Breakfast with Santa
- Two City Wide Yard Sales per year
- Easter Egg Hunt, Parade, and Bonnet Contest

JOB DUTIES

The Recreation Supervisor, assigned to Special Events, under direction of the Parks and Recreation Director, plans, organizes, hires part-time staff, promotes and supervises programs and events for groups from tots to seniors, and coordinates the use of City facilities for events produced by outside organizations.

The successful candidate must have experience working in recreation programs and events that have included a variety of age groups and interests. **ONLY APPLICANTS WITH SUCH EXPERIENCE SHOULD APPLY.** Applicants must also have skills for positive interaction with community individuals and groups; display creativity; demonstrate good marketing skills; be capable of participating in community outreach to ensure the success of Department programs; be a team player in a small department and not be afraid to “roll up your sleeves” to pitch in on a variety of tasks. Above all, the incumbent must show his/her enthusiasm about recreation and events!

QUALIFICATIONS

Required:

- Equivalent to graduation from an accredited four-year college or university with major coursework in recreation administration, public or business administration, or a related field. At least 3 years of experience gained from performing increasingly responsible activities in recreation, scheduling, event planning, community outreach and supervising recreation aides and leaders, as well as volunteers
- Possession of a valid California Driver’s License, with the ability to obtain a Class B California Driver’s License, with Passenger Endorsement, within one year from date of hire
- Possession of, or ability to quickly obtain, CPR and First Aid Certificates

Desired:

- Knowledge of theories, practices, principles and programs common to the field of recreation, special events, and leisure services
- Knowledge of the principles and practices of program administration including budgeting, purchasing and personnel management
- Ability to plan and coordinate the work of subordinate personnel
- Ability to work cooperatively and effectively with other City departments, City boards and commissions, other agencies and the public
- Willingness to be flexible with work schedule for occasional evenings, weekends and holidays when special events are occurring; work schedule will be correspondingly altered to compensate for time spent outside regular hours

Typical duties include:

- Develop, administer and evaluate a wide range of special events. Evaluate events, attendance, participant response, and costs; make decisions regarding the continuance, enhancement or cancellation of events
- Work with community groups, local schools, private businesses, and with members of the Sausalito community developing and promoting recreation and special events program
- Develop, monitor and track sponsorships and partner opportunities; develop sponsorship proposals, maintain contracts and negotiate with vendors

- Administer the budgets for assigned programs and order necessary equipment and supplies
- Develop, Prepare promotional materials, fliers, brochures and press releases
- Interview, select, train and evaluate the performance of both paid and volunteer staff
- Supervise rental and use of City facilities, including scheduling, developing use agreements, set-up and break-down of activities and collection of fees
- Monitor trends in recreation programming, community needs and other factors in program planning
- Ability to perform the physical requirements of the job: moving, lifting, setting up and taking down tables and chairs, loading equipment onto and off of trucks, tents, supplies and other equipment for special events.

BENEFITS OFFERED TO THE RECREATION SUPERVISOR

Cafeteria Benefit Plan: The City offers a healthy cafeteria benefit program including choices among plan options for medical, dental, vision, life insurance, long-term disability, and PERS long-term care insurance. The City is a member of the CalPERS Retirement System. "Classic" member is 2% @ 55, New member is 2% @ 62. (We are not a Social Security Agency).

Leave: Employees earn 10 hours vacation and 8 hours sick leave per month. Employees in the Parks and Recreation Department are entitled to 10 paid holidays and 16 hours of "floating holiday" time each year.

Union Membership: This position is non-exempt and is part of the Service Employees' international Union Group.

APPLICATION PROCEDURE:

Submit all application materials by mail or personal delivery to the City of Sausalito, Attn: Human Resources as listed at the top of this flyer:

- Cover letter that describes why this position appeals to you and the highlights of your career that best qualify you for the Recreation Supervisor position
- City Employment Application completed and signed
- Three professional references and three personal references
- Completed Supplemental Questionnaire

Deadline to Apply: Friday, May 8, 2015 by 5:00 pm

Note: Application materials must be received at City Hall by the deadline; postmarked applications that arrive after that date will be considered late.

Attached:

1. Supplemental Questionnaire

The City of Sausalito is an Equal Opportunity Employer

RECREATION SUPERVISOR

APPLICANT: _____

SUPPLEMENTAL QUESTIONNAIRE

Instructions: **Place your name on each page of your responses to the Supplemental Questionnaire.** Please use no more than two pages to answer the questions below. Your responses will be assessed for content, organization, clarity, and brevity.

1. You are in charge of the annual 4th of July Parade. You have made arrangements for all the dignitaries, including the City Council, to ride in convertibles. Ten minutes before the start of the Parade, you get a call from one of the vehicle owners that the vehicle designated for a City Council member is no longer available. What do you do?
2. You have planned an event where a band is to perform as the featured activity. The band cancels late on Friday afternoon for the Saturday event. How do you handle this situation?
3. Concisely describe the best special event you have produced. Include details on the type of event, marketing efforts, budget, number in attendance, and the number of staff involved in the event.
4. Create a flyer for the following event that will attract people to participate either as a team or come to taste the chili.
 - 39th Annual Chili Cook Off
 - September 26, 2015
 - 12-4pm
 - Music by “The Red Hot Chili Mamas” and the “Eugene Huggins Blues Band”
 - Awards – Judges Choice, People’s Choice, Best Décor/Theme
 - \$10 for all you can sample
 - Hotdogs, hamburgers, beer and wine for sale