



CITY OF SAUSALITO

420 Litho Street, Sausalito CA 94965
Attn: Human Resources
(415) 289-4130 FAX (415) 289-4167
spaterson@ci.sausalito.ca.us

RECREATION SUPERVISOR

\$4,972/month

Note: a COLA is due on July 1, 2017

Full-time Position in the Parks & Recreation Department
Application Deadline: Friday, November 4, 2016 2016 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 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 recent Parks and Recreation Department accomplishments:

- Major renovations to Robin Sweeny Park in 2016
- New partnership with Willow Creek Academy to offer after-school programming
- Annual summertime Jazz and Blues by the Bay weekly concert program from June through August
- In the planning process for the renovation of three other large parks in Sausalito
- Support the City's three Sister City Programs; Sakaide Japan, Cascais Portugal, and Vine del Mar Chile.

- Fourth of July celebration includes a community parade, picnic and music in the park, followed by an evening of music and spectacular fireworks over the SF Bay
- Playland program listed in Marin Magazine's "Best of the County"
- Halloween Parade, Haunted House, and Trick-or-Treat Lane.
- Two City Wide Yard Sales per year
- Easter Egg Hunt, Parade, and Bonnet Contest

JOB DUTIES

The Recreation Supervisor, under direction of the Parks and Recreation Director, plans, organizes, hires contractors and part time staff, and promotes and supervises programs, classes, and events for groups from tots to seniors. The Supervisor will also play a key role in the planning and production of the City's many annual special events that have become fond traditions in this small city.

The successful candidate must have several years of experience working in recreation programs 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 afraid to "roll up your sleeves" to pitch in on a variety of tasks. Above all, the incumbent to this position must show his/her enthusiasm about recreation programs and events!

QUALIFICATIONS

Required and Preferred:

- 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 and three (3) years of responsible recreational programming 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 by time of appointment.
- Prefer a Possession of a CDL with the ability to obtain a Class B California Driver's License with Passenger Endorsement within one year of hiring.
- Prefer a Possession of or ability to 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
- 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, administrate and evaluate a wide range of recreation programs including contract classes, senior programs, and camps.
- Hire, coordinate, and evaluate contract class instructors and part time staff.
- Interact with local schools, neighboring recreation departments and members of the Sausalito community in promoting programs.

- Administer the budgets for assigned programs and order necessary equipment and supplies
- Prepare promotional materials, fliers, brochures and press releases
- 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.

BENEFITS:

Cafeteria Benefit Plan: The City offers a healthy cafeteria benefit program including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and PERS long-term care insurance.

Leave: Employees earn 10 hours vacation and 8 hours sick leave per month. Employees in the Parks and Recreation Department currently work a 5-40 work schedule. Employees 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:

To obtain an Employment Application and detailed job information brochure:

- Print the Application from the City website
<http://ci.sausalito.ca.us/administration/humanresources> or
- Request the Application by e-mail to: spaterson@ci.sausalito.ca.us

Submit all application materials by 5:00 p.m. on **Friday, November 4, 2016** by mail or personal delivery to:

City of Sausalito / Attn: Susan Paterson, Human Resources Manager
420 Litho Street, Sausalito, CA 94965
(415) 289-4130

Questions to: spaterson@ci.sausalito.ca.us

To be considered, applicants must complete and submit ALL of the following:

- 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.
- Résumé.
- City Employment Application completed and signed; Applicant Tracking Form must be submitted. *(Please note that the Application Tracking Form is separated from the application upon receipt, and the information submitted on the Tracking Form is NOT processed in connection with any individual’s application. Information remains anonymous.)*
- At least three professional references and three personal references.
- Supplemental Questionnaire completed and attached.

Attachment: Supplemental Questionnaire

The City of Sausalito is an Equal Opportunity Employer

RECREATION SUPERVISOR SUPPLEMENTAL QUESTIONNAIRE

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

1. Visit the City of Sausalito website to view the current Community Magazine, which is produced by the Parks and Recreation Department staff. After reviewing the various sections of this quarterly publication, write a one-page proposal on one new program or series of classes that you would propose to enrich the Parks and Recreation Department offerings. Create a flyer for the program.
2. Briefly describe how your Parks and Recreation professional experience and education qualify you for this job in the City of Sausalito.
3. Describe your experience in giving oral presentations of reports in a public meeting situation. Specify to what kind of board or commission you made the presentation. Describe any visual aids or other back-up you used to make your presentation more understanding and interesting.