

County of Santa Cruz

INVITES YOU TO APPLY FOR:



RECREATION SUPERVISOR

Bilingual (English/Spanish) Candidates
Encouraged to Apply

Supplemental Questionnaire Required

Open and Promotional

Job # 23-GT7-01

Salary: \$5,815 - 7,360 / Month

Closing Date: Friday, May 26, 2023

THE JOB: The County of Santa Cruz seeks qualified candidates to supervise, plan and lead all work activities of the Recreation, Reservations and Special Events Sections of the Parks, Open Space and Cultural Services Department (Parks Department). **The current opening is for our Facility and Reservations team.**

The ideal candidate will possess leadership, vision, cultural sensitivity, and the ability to develop a positive and collaborative work environment for peers and subordinate employees in these crucial positions.

The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Completion of a four-year college program with core course work in recreation, business administration, public administration, recreational therapy, occupational therapy, adaptive physical education, fine arts, or a discipline related to the program assignment and one year of related experience which would demonstrate the possession of the knowledge and abilities.

OR

Completion of a two-year college program with course work in recreation, business, public administration recreational therapy, occupational therapy, adaptive physical education, fine arts, or a related field and two years of experience planning and coordinating recreation programs, art and cultural programs, special events, or facilities management.

OR



Four years of experience planning and coordinating recreation programs, art and cultural programs, special events, or facilities management.

A Master's degree in recreation or a related field may substitute for up to 6 months of the required two years of experience coordinating or supervising recreation program activities or special events.

Note: Selective recruitment or certification to positions may be based on the working knowledge and abilities required for the program assignments e.g. facilities management, recreation, or cultural services.

Special Requirements: Possession of a valid California Class C Driver License or the ability to provide suitable transportation which is approved by the appointing authority.

Knowledge: Working knowledge of practices and techniques of planning, organizing, evaluating and administering recreation programs, special events, cultural events, or facilities use and operations; principles of supervision and training; techniques of administrative survey and analysis; principles and practices of contract administration and principles and practices of budgeting. Some knowledge of grant resources and grant preparation; safety, emergency and first aid procedures and principles and practices of purchasing.

Ability to: Plan, organize, schedule, coordinate and direct varied programs, events, and facilities; evaluate program operations and recommend new or revised procedures to implement changes and improve efficiency; develop and implement policies and procedures; develop and administer budgets; establish and maintain effective working relationships with staff, the public and those contacted in the course of business; recognize and effectively deal with politically sensitive issues; read and interpret contracts, proposals, and agreements; analyze problem situations and adopt an effective course of action; prepare comprehensive and concise written reports, news releases, program descriptions, budget proposals and grant applications; speak effectively before diverse groups; recruit, train and supervise the work of volunteer and paid staff; use resources effectively and efficiently; understand, interpret, explain and apply regulations, laws and directives pertaining to POSCS programs and learn and utilize computerized scheduling systems.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

RECREATION SUPERVISOR - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Please list your experience and level of responsibility planning, organizing and supervising recreation programs or activities, special events or facilities programs. Include any associated staff you trained, evaluated or supervised in these activities and the age of the groups in these programs.
2. Describe your experience and comfort level developing operational standards, policies and procedures pertaining to supervising staff and programs.
3. Describe your experience and knowledge working with facility and registration systems. Provide examples of how you have utilized these tools to enhance the customer experience and streamline operations. Describe any challenges you have faced while using these systems and how you overcame them.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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