



City of Milpitas

We invite applications for the position of:

Recreation Services Supervisor

Sports Center

Annual Salary Range: \$ 74,042 - \$ 97,462
Post Date: February 2, 2016
Close Date: February 23, 2016 at 5:00 p.m.

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

You will be responsible for professional work in organizing and supervising major recreation service programs and activities including but not limited to such areas as youth, fitness, adult sports, aquatics, seniors, volunteers, special events, and management of the Community Center, Senior Center and Sports Center facilities. Under direction of the Recreation Services Manager, the Recreation Services Supervisor plans, implements, directs, and supervises assigned programs, full-time and part-time staff within the Recreation Services Division: develops and monitors the budget for assigned area; ensures quality of programs and safe work practices; maintains appropriate work records; serves as a technical resource for assigned staff; participates in department and citywide special events; performs other related duties as required.

What You Will Do

- Manage the Sports Center, including all programs, facilities and personnel issues related to the facility.
- Plan and supervise programs including, but not limited to: fitness and weight room club management, adult sports, youth sports, after-school activities, summer day camp activities, general youth recreation contract classes, aquatics including, but not limited to: lap swim, recreation swim, water exercise classes, facility and field rentals, and/or other service specialties involving the supervision of program coordinators and leaders in the planning of activities and events.
- Serve as staff liaison on the Police Athletic League Board.
- Serve as staff liaison on the Parks, Recreation and Cultural Resources Commission.
- Attend and participate in many organizational and community groups; attend division, Commission and City Council meetings; stay current on issues relative to the field of recreation services.



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- Develop and monitor assigned program budget; monitor and track expenditures and revenue; may prepare bid packages, write and administer grants, develop and prepare reports, agenda reports, letters and memos;
- Recommend changes in staffing, program objectives, policies and procedures to assure maximum effectiveness and efficiency.
- Prepare and submit reports and memoranda for presentations to City commissions, committees, and City Council.
- Respond to public inquiries about assigned program areas by telephone, correspondence, or during public meetings; ensure excellent customer service is given at the City's program sites; act as information source regarding assigned programs; serve as a representative of the City; act as liaison with various other City divisions and departments, community groups, commissions and committees,
- Develop and oversee contracts and participate in capital improvement projects.
- Responsible for City facilities and required to respond to calls off hours from Police Dispatch for facility related problems and situations.
- Perform related duties as assigned.

Experience and Education

A Bachelor's degree from an accredited college or university with major coursework in recreation, public administration, physical education, or a closely related field. Additional years of increasingly responsible directly related work experience may be substituted for education on a year-for-year basis; AND Three years of responsible experience in the area of public recreation including significant supervisory responsibilities.

License and Other Requirements

Possession of or ability to obtain and maintain an appropriate, valid California Driver's license.

Certification in the following are required within six months of appointment:

- American Red Cross Adult and Pediatric CPR/First Aid/AED Certification
- Certified Pool Operator (Sports Center only)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the City of Milpitas. Failure to satisfactorily complete the background check may affect the application status of applicants.

Special Requirements

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas. The ability to stand, walk, turn, kneel and/or bend for a prolonged period of time. The need to lift, drag, and push equipment/supplies weighing 25 pounds or more is also required.



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Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following:

- Health Insurance: Multiple plans available through CalPERS Health; plans with Kaiser rate or lower are paid by City
- Delta Dental: City paid
- Vision: City paid
- Life insurance: City paid \$50,000 life insurance; Voluntary life available at employee expense
- 457 (b) Deferred Compensation Plan: City contributes \$900 a year
- Vacation: 11 days accrued in first year
- Sick: 12 days per year
- Holidays: 13 paid holidays per year
- Flexible Spending: Pre-tax medical and dependent care expense accounts
- Credit Union
- Employee Assistance Program
- Tuition Reimbursement Program
- Milpitas Sports Center Membership: City paid
- Employees pay 1.45% towards the Medicare Plan. The City does not participate in Social Security.
- Retirement: Milpitas employees become members of the California Public Employees' Retirement System (CalPERS).



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Classic Employees: Employees hired prior to or after January 1, 2013, who are an existing CalPERS member will be enrolled in the 2% @ 60 CalPERS retirement benefit formula.

New Employees: Employees hired after January 1, 2013, who have never been a CalPERS member, or are a member of a retirement system (CalPERS or reciprocal) with a break in service longer than six (6) months, will be enrolled in the 2% @ 62 CalPERS benefit formula.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.