



Program Specialist

Open Competitive Examination

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become a Program Specialist in the Recreation and Community Services Department.

Under direction, plans, organizes and directs recreational, social, educational and cultural activities for youths, adults, and senior citizens. Specific program areas include adult sports, youth sports, contract classes, citywide special events, after school programs, youth intervention, facility rental program, and senior citizen activities. Performs other related duties as assigned.

IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

- Plans, organizes and directs recreational, social, educational and cultural activities for youths, adults and senior citizens.
- Develops and recommends new programs to meet community needs.
- Prepares and distributes program materials.
- Purchases supplies and maintains records.
- Conducts group meetings and training with program participants.
- Coordinates department marketing efforts.
- Prepares publicity materials, schedules bulletins, newsletters, department brochures, reports and related materials.
- Evaluates programs and events, and prepares relevant reports.

OTHER JOB-RELATED DUTIES

- May supervise and evaluate the work of part-time and volunteer staff.
- Responsible for administrative functions in main office.
- Takes lead with guidance of department's marketing, sponsorship and publicity efforts.
- Assists in organizing, promoting and implementing citywide festivals and events.
- Interprets departmental programs, policies and procedures.
- Responds to and assists in resolving citizen complaints.
- Schedules trips, monitors and coordinates Proposition "A" bus program.
- Performs related duties and responsibilities as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Principles and techniques of special event planning.
- Record keeping methods.
- Computer database programs.
- Social and economical issues associated with the service population.
- Principles and techniques of recreation programming.

ABILITY TO:

- Plan, organize and direct senior citizen, youth and adult recreational activities.
- Write clear and accurate reports.
- Establish and maintain effective working relationships with program participants and co-workers.
- Coordinate the work of part-time and volunteer staff.
- Understand and speak Spanish is highly desirable.

EXPERIENCE AND TRAINING GUIDELINES

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

EXPERIENCE: One-year full-time paid or two-year volunteer experience coordinating recreation programs, community service work or related field is required.

TRAINING: High school graduation or its equivalent is required. Graduation from an accredited College or University with an Associate or Bachelor's degree, with major coursework in Physical Education, Recreation, Child Development or a related field, is highly desirable.

SPECIAL REQUIREMENTS: Must stay current in field, and acquire all necessary training that new technological changes may present. Must possess and maintain a valid CA Class C Driver's License during employment with the City.

PHYSICAL REQUIREMENTS: Essential duties require the following physical abilities and environmental conditions: ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and lift about 40 lbs; may be exposed to sun, and work under high and low temperatures (mostly between 40 and 90 degrees); may be exposed to frequent loud noises and toxic/poisonous substances, as well as slippery surfaces; operate computer for long periods and tolerate exposure to vibration, pitch and glare from the computer.

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 complete and/or download an application online at www.sfcity.org or in person at the specified address below. Completed applications must be received in the Personnel Division on or before **Monday, March 28, 2016, at 5 pm (postmarks will not be honored).**

Please forward all correspondence to:

***City of San Fernando
Personnel Division
117 Macneil Street
San Fernando, CA 91340
(818) 898-1220***

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The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services

SALARY AND BENEFITS

\$42,480 - \$52,608 per year

RETIREMENT: Pension formula 2% at 55 or 2% @ age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). City pays a portion of retirement contribution and participates in Social Security. New CalPERS members shall pay the employee share of retirement contribution.

MEDICAL INSURANCE: City shall only pay full cost up to the highest HMO medical and full cost for Dental and Vision for employee and eligible dependents.

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: 2 weeks annual Vacation with one additional week after 4 years of service and another additional week after 14 years of service.

SICK LEAVE: 12 days Sick Leave per year with a maximum accumulation of 100 days.

HOLIDAY: 12 Paid Holidays per year.

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.

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

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports. The weather in San Fernando is Mediterranean, with average annual rainfall of 12 – 17 inches, and 44% humidity. Temperatures range from highs of 90 degrees in summer to lows of 47 degrees in winter.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.



INVITES APPLICATIONS FOR

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SALARY

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(Plus Excellent Benefits)***

FILING DEADLINE:

**Monday
March 28, 2016
@ 5 pm**

