



CITY OF FILLMORE, CALIFORNIA

PARKS AND RECREATION SUPERVISOR

Annual Salary Range \$51,550 - \$69,082

At Fillmore, we don't just accept difference – we celebrate it, we support it and we thrive on it for the benefit of our employees and our community. The people make Fillmore what it is. We are looking to hire people who are smart and determined and we favor ability over experience. We are changing the way government looks and operates one day at a time. We have an inherent need to challenge the way things are, embrace challenging work and promote fun at the same time. We are building a culture with energetic, passionate people from diverse backgrounds, creative approaches to work, play and life.

If you want to change how government looks and feels, be a part of a new generation of public service employee we want you to join our team and set the standard by which all other cities operate and provide services.

Important: Some nights and weekend hours will be required; must be flexible with your schedule.

The Position

- This position will perform a variety of tasks related to the design and implementation of the recreation activities and programs. Responsible for the reservation, operation, and proper and safe use of all facilities and parks under the control of the City that are utilized for receptions, seminars, recreation programs, meetings, banquets and other related activities. You will have daily contact with residents and should be able to easily make sure all citizens are treated as valued customers and walk away knowing you weren't the typical government worker. As a member of this team you should be creative, enthusiastic and approach each task with a fresh outlook. You'll continually look for ways to improve the recreational services offered.

Key Responsibilities

- Supervise, promote, implement and evaluation recreation, leisure and special event programs and services.
- Organize and schedule recreation activities such as special events, theme days, athletics, and educational and recreation classes for youth and adults.
- Plan, prioritize, assign, supervise, and evaluate the work of staff and volunteers involved in recreation activities; participate in the selection of staff; and provide or coordinate staff training.
- Monitor program compliance with laws, rules, and regulations related to provision of recreational activities and services.
- Assess community recreation needs and recommend improvements and modifications to recreation programs and events.
- Participate in budget preparation and administration; monitor and control program expenditures.
- Work closely with County of Ventura on Senior Nutrition Program grant reporting.
- Perform a variety of duties related to public relations and the publicizing of recreation programs and activities, including news releases, newsletters, flyers, pamphlets/brochures and social media.
- Maintain records and develop reports concerning new or on-going programs and program effectiveness; maintain records for registrations and fees collected.
- Establish and maintain outstanding working relations with elected and appointed governmental officials, community groups, the general public and city staff.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in recreation administration, public or business administration, or a related field.

Two years of experience in the administration of recreational, social, and cultural programs and activities.

Possession of, or ability to obtain, a valid class "C" California Driver's License.

If you have the minimum qualifications listed above and have the type of personality we are looking for then please send a cover letter detailing why you are the perfect fit along with a completed City of Fillmore job application. Applications can be found on the City's website at www.fillmoreca.com.

Applicants that do not meet the minimum qualifications will not be considered for the position.

APPLY BY: 12:00 p.m. on Monday, October 10, 2016. Please submit your cover letter and application via email to dianai@ci.fillmore.ca.us or mail to Attn: Human Resources, City of Fillmore, City Hall, 250 Central Av., Fillmore, CA 93015-1907. For more information please contact (805) 524-1500 ext. 211