



*Accepting Applications for*  
**COMMUNITY SERVICES COORDINATOR I/II**

Annual Salary Range  
**\$ 60,720 – \$ 83,412**  
(depending on qualifications)  
plus full benefits, including CalPERS Pension

**Final Filing Date: September 30, 2019** at 5:00 p.m., or first 100 applications (whichever occurs first)

**Applications MUST be submitted online at [www.GovernmentJobs.com](http://www.GovernmentJobs.com)**

**About the City:** The City of San Pablo is located in the San Francisco Bay Area and has a population of approximately 29,000. The City is seeking an energetic person with a positive “can-do” attitude who enjoys working in a diverse community.

**About the position:** The incumbent will organize, develop, and maintain assigned recreational sports programs, including coaching and teaching responsibilities, and planning for team activities. Prepare budget recommendations for assigned areas and control and monitor expenditures against approved budgets, including responsibility for financial accountability of program budget. Plan for each sport within assigned program, set up all competition, leagues, and registration, and provide needed facilities, equipment, supplies, and personnel to operate program. As assigned, create scheduling program for all sports, preparation of facilities, assigned space for sports and rentals and equipment procurement. Develop and participate in workshops, clinics, and in-service training sessions pertaining to sporting/recreational activities, and attend meetings of professional recreational sports organizations. The Coordinator will take the initiative to improve program delivery methods; and select, train, monitor, schedule, supervise and lead part-time recreation staff. In addition, the ideal candidate will be able to prepare, track and monitor contracts; and perform a variety of standard recreation office duties such as answering phones, data entry, etc. This employee may be called upon to serve as a liaison between community groups and the City of San Pablo. For additional information about the position, see the [Job Description page](#) of the City’s website.

**Experience and Training:** An ideal candidate must have demonstrated technical expertise in sporting/recreational activities including two years of responsible Recreation experience with supervision of part-time staff and equivalent to a Bachelor’s degree from an accredited college or university with major course work in community services management or a related field.

**Required license and certificate:** Possession and maintenance of a valid California Driver’s License. First aid, CPR, and safety protocols and relevant policies, rules and procedures related to area of assignment. California Park and Recreation Society Certification is highly desirable.

**Special requirements:** Must have own transportation. Responsibilities will include some evening and weekend assignments. Please note that all Recreation Division staff are required to work the 4th of July holiday.

**Benefits:** The City provides an excellent benefits package including medical, dental, paid vacation and holidays, life & disability insurance as well as CalPERS retirement pension. Please see the [Benefits page](#) of the City’s website for details.

**How to apply:** Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

**Recruitment timeline:** Although dates may change we suggest planning your calendar accordingly, as these are currently the only interview dates. **First Round Interviews:** October 7, 2019. **Second Round Interviews:** October 15, 2019. **Estimated Start Date:** Mid December 2019 to Early January 2020.

**Background investigation and Pre-employment medical examination:** Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which includes TB testing. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

**The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.**

### **Supplemental Questions**

1. What steps would you take to develop and coordinate a new sports program?
2. What software applications are you familiar with that you have used to produce league schedules and communication material?
3. What are some examples of how you best lead and motivate your team?