

The Community

The City of Pinole is located in the San Francisco Bay Area, on the shores of San Pablo Bay in West Contra Costa County. Interstate-80, which traverses the City, connects the San Francisco/Oakland metropolitan area with Sacramento and points East. Pinole is linked to central Contra Costa County including the cities of Martinez, Concord, and Pleasant Hill by State Route 4, which begins just north of the City and connects with Interstate-680.

The City of Pinole has a land area of more than four square miles; much of the land has gently rolling hills with steeper hills paralleling on the north and south. Elevation in the City ranges from sea level to 500 feet above sea level.



Application & Examination Process

You may obtain an application by visiting City Hall (2131 Pear Street) during regular office hours or by visiting our website (www.ci.pinole.ca.us).

Your original application must be received in Human Resources by the final filing deadline, unless the position is listed as a CONTINUOUS recruitment— **faxes, emails, and post-marks are not acceptable**. You may supplement your application with a resume, but a resume alone will be rejected. Deliver or mail your application to Pinole City Hall, 2131 Pear St., Pinole, CA 94564.

Applicants appearing to have the best combination of training and experience will be invited to participate in the examination process. The examination process may consist of any of the following: written exercise, aptitude test and/or oral interview. The City reserves the right to utilize alternative testing methods if deemed necessary.

Appointment is subject to passing a pre-employment physical and background check.

The Final Filing Deadline for this position is:

CONTINUOUS

at 4pm



The City of
Pinole, California,
Invites Applications for

Recreation Manager

**This is a Contract position.
Incumbents are Exempt and At-Will.**



The Department

The City's Recreation Department encompasses public amenities including the programs and facilities of the Youth Center, Senior Center, and Tiny Tots Center, as well as community events.

The Position

The Recreation Manager plans, organizes, and manages the operations and activities of the Recreation Department, including youth services, senior services, and preschool services; coordinates the development and promotion of new programs; manages the department budgets; fosters cooperative working relationships with governmental agencies and various public and private groups.

This class receives general supervision from the Assistant City Manager. This position provides supervision to three program coordinators who supervise/direct part-time and volunteer staff.



Qualifications

- Bachelor's degree from an accredited college or university with major course work in recreation administration, business or public administration;
- or
- A field related to the work and three (3) years of supervisory or administrative experience in recreation management that has included program planning, development and administration.
- Must possess and maintain a valid CA Class B Driver's License with passenger endorsement, youth bus certificate, and a satisfactory driving record.
- Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates.

Duties

- Knowledgeable of principles, practices and operational procedures of municipal recreation programs.
- Skilled in basic supervisory practices and principles, including selecting, training, motivating, and evaluating staff.
- Knowledgeable of applicable codes, laws, and regulations, including codes and regulations regarding recreation field rental.
- Knowledgeable of principles and practices of budget development, administration and accountability.

Benefits and Pay, effective 07/01/17

An annual salary of: \$61,734—\$75,038

Retirement: Benefit based on CalPERS membership status at time of hire:

- *Classic PERS Member: 2.5% @ 55. Employee pays 18.47% (8% Employee Rate plus 10.47% of the 17/18 FY Employer Rate).
- *New PERS Member: 2% @ 62. Employee and Employer each pay 6.25%.

** as defined by CalPERS.*

Health Insurance: Selection from PERS Medical Plans; City pays up to the 2016 Kaiser rates, based on family status. Retiree medical benefits available.

Dental/Vision Insurance: City pays entire premium up to family coverage.

Life Insurance: City pays entire premium for \$40,000 term life and AD&D policy.

Vacation/Sick: Earned at 8-16 hours/month.

Holidays: 11 paid holidays plus 12 hours of floating holiday.

Long Term/Short Term Disability: City pays total premium.

Please refer to the City's website for additional benefit information.