Salary Range: $4191.10 - $5094.30 monthly base salary. Initial placement within the salary range may be based on level of prior education, experience and training.

Retirement: 2% at 55 years of age formula with the Public Employees' Retirement System (PERS) at single highest earning year, coordinated with Social Security and Medicare. City provided retiree medical insurance contribution after a minimum of five full-time years of service with the City of El Segundo.

Flex Plan: Allows for payment of employee paid insurance, medical treatment, and dependent care expenses with pre-tax dollars.

Medical Insurance: $970.77/month for employee and dependents' medical insurance under the Public Employees Retirement System Health Care Program (including mental health coverage under Managed Health Network).

Optical/Dental: The City contributes up to $135 per month for employee and eligible dependents optical, dental and life insurance.

Life Insurance $30,000 term life policy provided by City; employee may purchase additional self and dependent coverage at group rates.

Longevity: Completion of 5 years of service, 1% above base salary; 10 years of service, 2% above base; 15 years 3% above base salary.

Holidays: 12 fixed paid holidays and 8 hours (prorated) of floating holiday leave.

Paid Vacation: 96 hrs/year 1-5 yrs service; 120 hrs/year 6-10 yrs service; 144 hrs/yr 11-15 yrs service; 176 hrs/year 16+ yrs service. Available for use after six months of service.

Paid Sick: Accrue 8 hours per month plus payment for accrual over 600 hours and percentage of unused leave paid upon retirement or separation.

Tuition Reimbursement: Up to $1250 per year for tuition and books.

Education Incentive Pay: 5% for Bachelor's Degree.

Other Benefits: Voluntary participation in Credit Union, Deferred Compensation Programs, PERS Home Loan Program, direct payroll deposit, up to $4,000 interest free Computer Loan Program, voluntary Catastrophic Leave and mandatory Employee Assistance Program participation.

Provisions of this bulletin do not constitute nor guarantee an expressed or implied contract for employment, and it may be revoked or modified without notice.

City of El Segundo
Human Resources Department
350 Main Street
El Segundo, CA 90245

THE CITY OF EL SEGUNDO

invites applications for

RECREATION COORDINATOR

(Teen Center)

$4191.10 - $5094.30 monthly base salary

Open-Competitive Testing Process

Final Filing Date:
Feb. 5th, 2010 - 5:30 p.m.

www.elsegundo.org

The City of El Segundo
is an Equal Employment Employer.

EL SEGUNDO

El Segundo is a key employment center for high technology industry and headquarters for many companies; DirecTV, DaVita, Mattel Toys, Boeing, Raytheon, Northrop-Grumman, Los Angeles Air Force Base, The Aerospace Corporation, Wyle Labs, and the Chevron El Segundo Refinery. An increasingly diversified revenue base supports excellent public services delivered with pride. Located in southwest Los Angeles County, it is adjacent to the Pacific Ocean and borders Los Angeles International Airport. Major thoroughfares into the City are the 105 Century/Glen Anderson and 405 San Diego Freeways. It is a full-service, general law city with Council-Manager form of government comprised of five elected Council Members and a professional City Manager. El Segundo's daytime population exceeds 85,000 with a resident population is approximately 17,000. The City has about 300 full-time employees and a 2009-10 fiscal year total budget of approximately $118 million.

POSITION

Definition: Under limited supervision, plans, coordinates, and implements a variety of community recreation programs, community center activities, teen center activities, aquatic programs and facilities, and special events.

Characteristic Duties and Responsibilities:

Plans and coordinates assigned recreation programs; promotes use of and membership in activity center; organizes special events, activities and programs for center participants, teen center programs and facilities, and aquatic programs and facilities, provides tours and group presentations; oversees facility operation, coordinates and/or assists Recreation Supervisor with special events.

Based on assignment additional duties may include oversight of Facility Maintenance.

Promotes programs to the public; prepares media and cable releases, programs, special events and activities publications; represents and promotes the program through participation on committees, boards and community groups.

Maintains statistical, attendance and program activity records, and prepares written and oral reports on assigned program.

Assists with hiring, trains, schedules, assigns, reviews and evaluates work of staff and community volunteers.

Knowledge, Skills and Other Characteristics:

Knowledge of a variety of recreation and aquatic programs.
Knowledge of basic principles of supervision, including training and motivating people.
Knowledge of special certifications or licenses that may be required in some programs such as transportation or aquatics.
Knowledge of policies and procedures related to recreation programs and facilities.
Knowledge of community outreach strategies.

Skill marketing recreation programs.
Skill communicating with community patrons.
Skill researching new, updating current and developing new recreation programs.
Skill preparing clear, concise and comprehensive reports.
Skill presenting ideas and concepts orally and in writing.
Skill maintaining accurate records.
Skill utilizing public relations techniques responding to inquiries and complaints.
Skilled in establishing and maintaining effective working relationships with other department staff, other City employees and the public.

Working Conditions:

Regularly required to lift and/or carry up to 50 pounds.
Based on assignment, may be exposed to smells of pool chemicals.
Exposure to environmental conditions presented at City pools and related facilities and locations.

Licensing/Certification Requirements:

A valid California Driver's License.
Based on assignment a Class B Driver's License may be required.
Based on assignment current certification in First Aid, CPR, Lifesaving, and Water Safety Instruction may be required.

Minimum Qualifications:

A Bachelor's Degree in Recreation, Physical Education, Public Administration or a related field, and two (2) years of experience in the implementation of recreation activities and programs, or an equivalent combination of education and experience.

APPLICATION and SELECTION

Applicants must submit a City employment application form to the El Segundo, Human Resources Department, 350 Main Street, El Segundo, CA 90245. The Final Filing Date is Friday, February 5th, 2010, at 5:30 p.m. Please note: applications received via facsimile or e-mail will not be accepted. Applications may be obtained through the City 24-Hour Job Hotline (310) 524-2378, or downloaded from our website at www.elsegundo.org**.** All qualified applicants will be invited to the examination process. The examination process will consist of a structured oral interview (weighted 100%). Passing candidates are placed on an eligibility list which is normally valid for one year. The list may be extended to fill subsequent vacancies. All employment offers are conditional pending results of a city-paid, comprehensive pre-employment medical exam *(includes drug testing)*, reference checks and being fingerprinted. A loyalty oath is also required**.**

EMPLOYEES ARE REQUIRED TO SUCCESSFULLY COMPLETE A ONE YEAR PROBATIONARY PERIOD IN ORDER TO OBTAIN PERMANENT STATUS AS A RECREATION COORDINATOR.

Agency Shop: As a condition of employment, classifications in this bargaining unit must elect to join the Association and pay Association dues or pay an agency fee for representation.

For further job information contact:

City of El Segundo
Human Resources Department
350 Main Street, El Segundo, California 90245
(310) 524-2336
CITY 24-HOUR JOB LINE (310) 524-2378

In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

The Human Resources Department will attempt to provide special testing arrangements for persons with legally recognized disabilities. If you feel you have a need for special testing arrangements you must notify the department at the time you submit your employment application.

Posted: 01/20/2010