



## **Recreation Specialist**

**\$3,847 - \$4,676 monthly**

### **The Opportunity & Ideal Candidate:**

The City of San Gabriel is seeking a Recreation Specialist with a strong work ethic who has excellent organizational, customer service and multi-tasking skills to support the Community Services Department. The ideal candidate will have excellent attention to detail, strong customer service skills, a willingness to work with all department staff and other city departments, and a commitment to accomplishing tasks and a variety of diverse projects under pressure and before deadline on a consistent basis. This position requires keen communication skills to interact with residents and staff at all levels with great respect and courtesy. The ideal candidate is a self-starter who is able to successfully carry out existing programs and take on new tasks; assist with registration; assist with preparation of written and promotional materials and information; and perform other related duties as assigned.

### **Position Summary:**

Under general supervision of the Director of Community Services or his/her designee, the Recreation Specialist plays a key role in the delivery of customer and administrative support for the department. Responsibilities include but are not limited to delivery of customer service in the front office area, including processing passports, registration and providing general information to the customer; direct administrative support to the Director of Community Services on a variety of programs and special projects; coordination and implementation of a variety of recreation programs, special events and services. This position may supervise part-time staff or volunteers, and will be required to work some evenings and/or weekends.

### **Minimum Qualifications:**

Although other combinations may be considered, a typical way to obtain the knowledge, skills, and abilities would be relevant college coursework and three years of clerical and/or administrative experience in a recreation setting. A B.A./B.S. degree from an accredited college or university with major course work in recreation or leisure programs, public administration, or other related field is desirable.

#### ***Licenses and Certifications:***

- *A valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.*

#### ***Physical Demands***

- *Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time: and get from one location to another in the course of doing business.*

## Benefits:

The City of San Gabriel offers the following benefits package:

- Participation in the CalPERS Retirement System: 2% @ 60 for “classic” CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs, through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.
- Choice of enrollment in multiple Deferred Compensation (457) Programs
- Optional enrollment in Supplemental Insurance Programs
- City-paid long term disability and life insurance (1x annual salary)
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members
- Payment of retiree (and family) health insurance per established vesting schedule
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

## Leaves:

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year
- 104 hours of holidays per year

## Annual Cash Out Programs:

- Sick Leave Buy Back allows the cash-out of 50% of unused sick leave accrued in the preceding 12 month period between November and October
- Vacation Buy Back allows cash-out of one week up to 40 hours of unused vacation per year.
- Holiday Buy Back program: allows a maximum of the 8 hours of unused holiday hours per year.

## Application Procedure:

Candidates must submit a completed City of San Gabriel application, résumé, and cover letter online at [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). Please note that the best cover letters will be tailored specifically for this opportunity and address your specific experience in the desired areas. **All application materials must be submitted online by 5:00 p.m. on Thursday, February 15, 2018.** *Faxed, emailed, or hard copies of application materials are not accepted.* Any inquiries should be made directly to the Human Resources Department.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主

*Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.*

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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## HUMAN RESOURCES DEPARTMENT

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