CITY OF CHINO
invites applications for the position of:

Community Services Supervisor, Full-time

SALARY: $5,454.00 - $6,629.00 Monthly
       $65,448.00 - $79,548.00 Annually
OPENING DATE: 01/13/20
CLOSING DATE: 02/03/20 11:59 PM

JOB DESCRIPTION:

~ Offering Excellent Benefits ~
3% Cost of Living Adjustment Effective July 1, 2020
$1,445 Monthly Benefit Bank for Health Insurance

The City of Chino is seeking a dynamic professional to join the Community Services Department, which is comprised of highly energetic individuals who strive to provide outstanding programming to its residents and the community.

Under general supervision, this position is responsible for planning, organizing, and performing work in the administration and oversight of youth and adult sports, field allocations, and community center activities. This position also assigns and reviews the work of full and part-time staff responsible for coordinating recreation and social services programs. Must have the availability to work a full-time work schedule, with days and hours to be adjusted as needed to meet the needs of the Department. Please refer to the job description below for additional details.

Description:
Under general supervision of a Community Services Manager or Deputy Director, plans, organizes and provides supervision and oversight for assigned recreation and social services program areas; assigns and reviews the work of staff responsible for coordinating recreation and social services programs, community center operations, and special events; and does related work as assigned.

DUTIES/RESPONSIBILITIES:

Class Characteristics:
Community Services Supervisors are distinguished from other classes in the series by the degree of knowledge and independence required to perform assigned responsibilities. Positions in this class have the responsibility for planning and supervising two or more major recreational or social services program areas. They may be assigned or rotate on an as needed basis into one of several areas of responsibility, including: neighborhood services, senior services, human services, community events, facilities, youth services, sports, or educational programs.

Essential Job Functions:

- Plan, develop, organize, evaluate, and supervise extensive program activities and annual calendar of community programs; prepare funding recommendations and budget estimates; administer approved budget; prepare grant applications; maintain records and monitor requirements of county, state, and federal funding sources.
- Prepare, supervise, and monitor program contracts and grants per established guidelines.
- Determine personnel, equipment, and material needs for assigned areas of responsibility.
- Hire, train, supervise, and evaluate personnel, which includes full-time and part-time City employees. Establish performance requirements and personal development targets, monitor performance, and provide coaching for performance improvements. Approve staff schedules, time off requests, and timesheets.
- Oversee the hiring, supervision, and evaluation of independent contractors and volunteers.
Develop and administer marketing efforts to promote program activities; and prepare news releases and brochures concerning recreation, leisure activities, and community services programs.

Supervise the collection and accounting of program revenue; prepare budget recommendations for the allocation of personnel, equipment, and supplies for program activity areas; maintain inventories of program supplies and equipment; and supervise the procurement of goods and services by reviewing the purchase order and invoice processes.

Monitor effectiveness of programs; evaluate program attendance, participant responses and costs; and make recommendations regarding the continuance or cancellation of programs.

Develop individual program budgets and monitor performance against the annual budget.

Analyze trends in recreation and social services programming, community attitudes, programs being offered, program requests, socio-economic issues, population age groupings, and other factors in program planning.

Attend meetings and assist in providing staff support to the Community Services Commission, including the preparation and presentation of staff reports.

Meet with various professional and community groups to promote Department programming. Establish and maintain cooperative working relationships with those contacted in the course of work including the school district, community organizations, and parent groups.

Prepare program reports and make presentations concerning program activities.

Respond to requests for assistance and information.

Exercise independent judgment in carrying out program responsibilities and activities.

Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.

Ensure a safe environment is maintained at City venues and events.

Maintain prompt and regular attendance.

Perform all duties within the context of the City's Mission Statement and Organizational Values.

QUALIFICATIONS:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Equivalent to a bachelor's degree from an accredited college or university with major course work in human services, senior services, recreation, public administration, or a related field (required).

Experience:

- Three years of increasingly responsible experience in the planning, supervision, and implementation of a variety of recreation or social services programs (required).
- Supervisory experience (required).

Considerable knowledge of:

- Budgeting and personnel management.
- Principles of employee supervision and training.
- Methods and techniques of identifying community, program, and/or activity needs.
- First aid methods and safety practices related to recreational program planning and evaluation.
- Principles of research, statistical analysis, and report preparation.
- Community Center operations and oversight.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Effectively work with people of varied demographic and socio-economic standing.
- Prepare and present concise and complete written and oral reports.
- Administer and supervise a variety of programs and projects.
- Select, supervise, and evaluate personnel.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow verbal and written directions.
- Operate a computer and utilize a variety of software programs.
- Establish and maintain cooperative working relationships.
- Represent the Department in a variety of meetings.
- Use good judgment and make sound decisions.
- Understand, explain, and apply policies and procedures.
Deal constructively with conflict and develop effective resolutions.

**Recreation**

Considerable knowledge of:

- Theories, principles, practices, and programs common to the field of recreation and leisure services.
- Community center operations and management.
- Planning and evaluating recreation and leisure activity programs.

**Social Services**

Considerable knowledge of:

- Methods and techniques of case management.
- Laws and regulations governing the conduct of social services programs.

**SPECIAL REQUIREMENTS:**

- Have the availability to work days, evenings, weekends, holidays, or special events.
- Communicate in English and Spanish, both verbally and in writing. (Bilingual skills may be required for certain work assignments as determined by the Director of Community Services).
- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.cityofchino.org
13220 Central Avenue
Chino, CA 91710
jobs@cityofchino.org

**Community Services Supervisor, Full-time Supplemental Questionnaire**

* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

☐ Yes  ☐ No

* 2. To qualify for this position, you must possess a bachelor’s degree from an accredited college or university with coursework in human services, senior services, recreation, public administration, or a related field. Do you meet this requirement and is it reflected on your application in the Education section?

☐ Yes  ☐ No

* 3. To qualify for this position, you must have three (3) years of responsible work experience in the planning, supervision, and implementation of a variety of community services/recreation programs. Do you have this required work experience?

☐ Yes, I have three or more years of work experience in these areas.
☐ Yes, I have some work experience in these areas, but less than three years.
☐ No, I do not have any work experience in these areas.

* 4. If you answered yes to the question above and have the required work experience in community services and recreation programs, please list the organizations or agencies you have worked for that are applicable. Please also include the title of your position for each employer listed. DO NOT COPY AND PASTE IN THIS SECTION.
* 5. If you answered yes to question #3 and your application does not show relevant community services/recreation work experience, your application will NOT be considered.

☐ I acknowledge that my application cannot be considered if I do not have any relevant work experience in planning, supervision, and implementation of a variety of community services/recreation programs.

* 6. To qualify for this position, supervisory experience is required. Do you have any supervisory experience in your current or prior jobs? If so, please list all the organizations/employers you have worked for where you were in a supervisory role.

* 7. Budget Experience: Describe your experience developing and/or managing program budgets, cost-recovery programs, grants, as well as seeking donations. If you do not have experience in these areas, type in "N/A."

* 8. Staff Training: Describe your training and experience in developing subordinate staff. Then provide two (2) specific types of training programs you have developed. If you do not have experience in this area, type in "N/A."

* 9. Facility Maintenance and Field Allocation: Describe your experience managing recreation facilities, as well as your experience managing ball field allocations. If you do not have experience in this area, type in "N/A."

* 10. Youth and Adult Sports: Describe your experience coordinating and implementing youth and adult sports, and please specify which type of sports you have coordinated. If you do not have experience in this area, type in "N/A."

* Required Question