CITY OF EL CERRITO

INVITES APPLICATIONS FOR

COMMUNITY SERVICES COORDINATOR

Salary: $3,545 - $4,310 monthly

CITY WIDE

PROMOTIONAL ONLY

Closing Date: August 21, 2013, 1:00 pm

This Promotional Opportunity is only available to current full-time and permanent part-time employees who have completed the probationary period in their current classification.

THE POSITION

The Community Services Coordinator plans, organizes, directs and coordinates a variety of Community Services programs, which may include state-licensed school-age child care sites and programs for pre-school and school-age children, aquatics programs, senior center sites and programs for active and frail seniors, the rental of community facilities, instructional classes and various recreational projects, summer programs and City-wide special events on a year-around basis for participants of all ages.

This position receives general supervision from a Recreation Supervisor.

EXAMPLES OF ESSENTIAL DUTIES:

Plans, organizes, assigns, directs and reviews work of assigned staff and volunteers; provides input into recruitment, selection, evaluation and disciplinary actions; ensures the most effective use of staff and materials resources; trains staff in work procedures; and facilitates regular staff meetings; oversees the facilities and activities at a specific child care or senior services site; ensures that the site is maintained in a clean, safe, orderly and secure condition.

Ensures that programs are in compliance with applicable State regulations; provides input into the annual departmental budget and ensures that services are provided within allotted budget figures; receives and accounts for money received at the program site; handles medical emergencies and injuries; provides first aid and/or adult and child cardiopulmonary resuscitation.

(A complete class specification is available for review on the City website or on the City's K drive)

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and service delivery needs related to the program area(s) to which assigned, which may include early childhood education, active and frail seniors activities, specialized arts programs and sports and recreation programs for youth and other ages; standard office practices and procedures, including record keeping, business mathematics and basic computer applications related to the work.

Ability to:

Plan, develop, organize, direct, coordinate and evaluate a variety of community service, childcare, senior and recreation programs; plan, schedule, assign, direct, review and evaluated the work of staff and volunteers; lead and direct a variety of activities; interpret, apply and explain policies, procedures and regulations.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Equivalent to one year of full-time experience in the development and implementation of community service, childcare or recreation programs. Experience in directing the work of others is desirable.

And

Training:
Depending upon assignment, graduation from high school or its equivalent and EITHER: fifteen college-level semester units in early childhood education, child development or a related field, OR equivalent units earned toward any combination of a major in recreation or physical education, with an emphasis on activities for elementary school children; OR possession of a bachelor's degree in recreation, education or a field related to the work.

License/Certificates/Other Requirements:
Must possess and maintain a valid California class C driver's license. For the licensed childcare assignment, must possess, or be able to obtain, within one year of employment, certification as a licensed school-age childcare site director issued by the State of California. Must possess and maintain first-aid and cardiopulmonary resuscitation certifications.

APPLICATION PROCESS
You may obtain an application from the Human Resources Division at City Hall or on the City website. Original applications must be submitted to the Human Resources Division no later than **1:00 p.m., Wednesday, August 21, 2013**.

EVALUATION & SELECTION PROCESS
The evaluation and selection process will consist of application and supplemental screening and such test or combination of tests that shall be deemed appropriate by the City.

Those persons deemed to be best qualified by the interview panel will have their names placed on an employment list which will be used by the department for final interviews and appointment.

Position Designation: Local 1021 SEIU (represented)
Position Status: Civil Service (non-exempt)

LAST DATE TO APPLY: Wednesday, August 21, 2013, 1:00 p.m.

DRUG, ALCOHOL AND SMOKE-FREE WORKPLACE POLICY
It is an objective of the City of El Cerrito to achieve a drug, alcohol and smoke-free workplace. Any applicant for City employment will be expected to behave in accordance with this objective because the abuse of alcohol and drugs is inconsistent with the special trust placed in public employees. Smoking in the workplace is inconsistent with the health, safety and comfort of employees and the public.

AN EQUAL OPPORTUNITY EMPLOYER: Qualified applicants receive equal consideration without regard to race, color, national origin, sex, age, creed, religion, disability, sexual preference, marital status or political affiliation except where dictated by requirements of the job.

In accordance with the federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, please contact the Human Resources Office, prior to **1:00 p.m.** of the final filing date: **Wednesday, August 21, 2013**. Medical documentation must be provided upon request.

Information contained in this announcement is subject to change without notice.

OPEN: August 8, 2013 **CLOSES: August 21, 2013**