



# City of Gonzales

---

## PARKS & RECREATION COORDINATOR/ ADMINISTRATIVE ANALYST

### DEFINITION

Under direction of the Director of Community Engagement or his/her designee, plans, coordinates and leads marketing athletic, recreational, social and cultural activities designed to serve the needs of the community; coordinates and reviews the work plan for providing recreation services and activities; develops park improvement plans; participates in the development and implementation of goals, objectives, policies, and priorities for recreation programs and activities; identifies resource needs; maintains records, statistics, files and prepares reports.

### EXAMPLES OF PRINCIPAL DUTIES

- Coordinates, develops and monitors recreational program activities (including the City Pool) for senior citizens, adults, youth, and teens including classes, sporting events, volunteer opportunities, and special events, etc.
- Creates and monitors leisure programs for senior citizens, adults, youth, and teens, as well as coordinates programming for community special events including marketing strategies.
- Identifies opportunities for improving services delivery methods and procedures.
- Assists in preparation and monitoring of program budgets.
- Develops, manages and coordinates joint use facilities agreements with the School District.
- Coordinates assigned services and activities with those of other divisions and outside agencies and organizations.
- Develops and coordinates partnerships with non-profit organizations.
- Assists in recreational facilities operations and maintenance.
- Assists in the development of financial plans and resources for programs .
- Supports the development and coordination of cultural arts programs.
- Studies/analyzes recreational needs.
- Presents to community groups to share and promote programs and for participant recruitment.
- Oversees and works directly with participants, services providers, volunteers, and community groups.
- Identifies and pursues grant and revenue enhancement opportunities.
- Works schedule which may include evenings and weekends.
- Attend City Council and Recreation Commission meetings as requested.
- Support staff to the Recreation Commission.
- Coordinates scheduling of facilities with schools, and other public agencies.
- Acts as department representative to local residents, governmental agencies, community groups, private businesses, and others concerning questions, problems, concerns, and activities in the provision of recreation programs and facility operations.

- Maintains web content relevant and updates social media to promote department programs and activities.
- Works with other City Departments to meet the goals and mission of the City and of the Department including, Public Works Department, Police and Fire.
- Coordinates the maintenance and upkeep of facilities, and works with other departments to ensure all supplies, repairs, maintenance needs are completed.
- Research other programs for information on fees and policy on a yearly basis; recommends fee and policy changes.

## EMPLOYMENT STANDARDS

### Knowledge of:

- Multigenerational recreational needs (including modern recreational practices).
- Excellent customer service skills.
- Community resources to assist in program development and implementation.
- Computer software and related hardware.
- Public speaking and writing skills.
- Modern methods, techniques, principles, and procedures used in planning and supervision of recreation programs and facilities.
- Administrative procedures and practices including communications, decision, budget management and public information.
- Principles and practices of employee selection, training, supervision, and evaluation.
- Leadership style that influences staff to embrace customer service.
- Methods of collection and control of facilities fees and charges.
- Efficient and effective time and project management skills.
- Sensitivity to the needs of a diverse community.
- Experience in formulating plans for the conduct of recreation programs to maximize the use of recreational areas, facilities, and equipment.
- Experience in developing funding sources such as partnerships, corporate funding, grants, and foundation.
- A strong commitment to public service and dedication to making quality programs available to its citizens.

### Skills in:

- Excellent communication, conflict resolution and building relationships.
- Working well with all ages and segments of community.
- Relating well to a variety of participants including those with special needs.
- Organizing projects and being self-motivated.
- Planning and coordinating a recreation program suited to the needs of the community.
- Establishing and maintaining cooperative relationships and dealing tactfully with a variety of community and governmental individuals and groups.
- Preparing required schedules and reports.
- Effectively communicating both orally and in writing.
- Training and supervising the work of specialized personnel.
- Maintaining relationships with vendors.
- Elicit community organizational support for programs.

- Conducting research and prepare clear, concise reports.
- Ability to speak Spanish is desirable.

### **EDUCATION AND EXPERIENCE**

Associate of Arts degree or equivalent (a Bachelor's degree is desirable), and any combination of training and/or experience that demonstrates the required skills and abilities. A typical background would be the equivalent of an Associate of Arts degree with coursework in physical education, recreation administration, and/or related fields; and a minimum of two years of experience in programming and/or participating in recreational programming and/or special programs for senior citizens, adults, youth, and teens.

### **LICENSES AND CERTIFICATES**

Must possess a valid California Class C Driver's License. Certification in standard first aid and CPR. Certification in Red Cross Lifeguard Training and WSI is desirable.

### **TYPICAL PHYSICAL AND MENTAL REQUIREMENTS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; sitting for extended periods of time daily as well as standing and walking short distances for extended periods of time daily; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials and distinguish colors; hearing sufficient to conduct in person and telephone conversation; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversation distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, climb ladder, and to walk on uneven surfaces; physical strength to up to 50lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgements and decisions; good memory and recall is necessary for the accurate and timely transfer of information.

### **TYPICAL WORKING CONDITIONS**

Typical working conditions include a combination of outdoor work, recreation and a business office and educational environment. In the office, subject to sitting at a desk completing reports, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. On the job site, walking and standing for long periods of time, work in all types of weather environments. Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time, standing, bending or crouching; reaching overhead, above the shoulders, to reach and store supplies and equipment. Continuous contact with other City and School staff, parents, and the community.

## SALARY AND BENEFITS

- SALARY RANGE:** Salary \$4,226.13 - \$5,751.18/month
- HEALTH INSURANCE:** The City shall pay 100% of the cost of health insurance premiums for an employee's medical, vision and dental coverage, and contributes toward dependent coverage.
- RETIREMENT:** *Miscellaneous (non-safety)-Classic* employees will be enrolled in the 2% @ 60 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.
- Miscellaneous (non-safety)-PEPRA* employees will be enrolled in the 2% @ 62 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.
- HOLIDAY LEAVE:** Twelve (12) days per year.
- VACATION LEAVE:** Vacation Leave is accrued as follows:
1. Six and two-thirds (6 2/3) hours per month for less than three (3) years of service.
  2. Ten (10) hours per month for three (3) to ten (10) years of service.
  3. Eleven and two-thirds (11 2/3) hours per month for ten (10) to fifteen (15) years of service.
  4. Thirteen and one-third (13 1/3) hours per month for fifteen (15) or more years of service.
- SICK LEAVE:** Eight (8) hours per month.
- LIFE INSURANCE:** The City pays 100% of the current Life Insurance Policy.
- LONG TERM DISABILITY:** The current policy provides 60% of pre-disability earnings, reduced by deductible income after a ninety-day waiting period. The City does not provide short-term State Disability Insurance.

## APPLICATION/SELECTION PROCEDURE AND DEADLINE

All applicants must complete and file a City of Gonzales application form, plus submit with the application their responses to the supplemental questionnaire. A resume may be submitted with the application, but cannot take the place of the application. **Deadline is March 25, 2022.** Application packets may be emailed to the City of Gonzales Personnel Department at [mvillegas@ci.gonzales.ca.us](mailto:mvillegas@ci.gonzales.ca.us); mailed to P.O. Box 647, Gonzales, CA 93926, or if delivered in person at Gonzales City Hall, 147 Fourth Street, Gonzales, CA. Written applications and supplemental questionnaires will be screened, and the most qualified applicants will be invited for interviews. Applications submitted without a completed supplemental questionnaire will not be considered.

If you have a disability which may require an accommodation in the selection procedures outlined above, please notify the City Clerk in writing by the filing deadline date.

*The City of Gonzales is an Equal Opportunity Employer.*



*City of Gonzales*

[www.gonzalesca.gov](http://www.gonzalesca.gov)

**OFFICE USE ONLY**  
**DATE RECEIVED**

P.O. Box 647 \* 147 Fourth Street, Gonzales, CA 93926

☎ (831) 675-5000 ☎ (831) 675-2644

## EMPLOYMENT APPLICATION

*Please print in ink*

Date	Social Security Number	Home Phone # ( ) ( )	Cell Phone # ( ) ( )
Name (First)	(Middle)	(Last)	California Driver's License No.
Mailing Address		City	State      Zip
Type of Work or Position Applying for 1.	2.	Full Time ____ Part Time ____	Permanent ____ Temporary ____
Are you between the ages of 18 and 70? Yes__ No__	If hired, can you furnish proof of age? Yes__ No__	If you are not a U.S. Citizen, Do you have the legal right to remain and work permanently in the U.S.? Yes__ No__	Do you have permission to work Temporarily? Yes__ No__
Have you ever been employed by the City? Yes__ No__	Dates employed Department Position	Do you have a relative employed by the City? Yes__ No__	Name Department Position
Referred by	Day Phone #	Evening Phone #	

**ANSWER THESE QUESTIONS IF ANY POSITIONS FOR WHICH YOU ARE APPLYING REQUIRE PROFICIENCY IN THE FOLLOWING**

Language(s) Written	Other Skills or Special Training You Have or Machines You Operate
Language(s) Read	
Words Per Minute	Computer Programs

### EDUCATION

Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	College 1 2 3 4	Graduate 1 2 3	List below only the schools you have attended at the high school level and beyond. Include technical, military, professional, college, or university.				
Name of School	Location	From Mo/Yr	To Mo/Yr	Units Completed	Degree or Diploma	Major	

EXTRACURRICULAR ACTIVITIES (you may exclude any names of organizations which may reveal your race, religion, national origin or ancestry)	HONORS RECEIVED

If you are applying for a position in a scientific, technical, professional or administrative field, list by descriptive title (not course number) the courses in your major field and all related courses you have taken at the college level. Indicate lower division courses you have taken at the college level. Indicate lower division courses with "I" upper with "U" and graduate with "C" units and final grade.

Subject	Lower, Upper or Graduate	Units	Grade	Are You Attending School Now? Yes__ No__ Where? _____ What Hours? _____ Course of Study? _____ Do You Plan Further Educational Study? Yes__ No__ What Field? _____

Certificates and licenses (give state, number and expiration date) and membership in professional societies.

Community activities, special interests: (you may exclude names of organizations, which may reveal your race, religion, national origin or ancestry)

Other Pertinent Qualifications:

### EMPLOYMENT RECORD

List your present or most recent employer FIRST and include U.S. Armed Forces experience and major volunteer experience; account for all time during at least the past ten years, including periods of unemployment. You may exclude names of organizations, which may reveal your race, color, religion, national origin or ancestry. If more space is required, attach a separate sheet to this form.

<b>EMPLOYER</b> Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
<b>From:</b> Month      Year	<b>To:</b> Month      Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
<b>EMPLOYER</b> Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
<b>From:</b> Month      Year	<b>To:</b> Month      Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
<b>EMPLOYER</b> Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
<b>From:</b> Month      Year	<b>To:</b> Month      Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?

### MILITARY SERVICE

Service Dates	Branch	Highest Grade/Rank	Type of Discharge
---------------	--------	--------------------	-------------------

*The City is an affirmative action/equal opportunity employer*

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for termination.

\_\_\_\_\_  
Applicant's Signature



# City of Gonzales

P.O. BOX 647  
PHONE: (831) 675-5000

147 FOURTH ST.  
FAX: (831) 675-2644

GONZALES, CALIFORNIA 93926  
[www.gonzalesca.gov](http://www.gonzalesca.gov)

## **PARKS AND RECREATION COORDINATOR/ADMINISTRATIVE ANALYST**

### **SUPPLEMENTAL QUESTIONNAIRE**

#### **INSTRUCTIONS TO APPLICANTS:**

This supplemental questionnaire must be submitted with your application for the position of Parks and Recreation Coordinator/Administrative Analyst.

This supplemental questionnaire requires that you prepare a narrative description in response to each item. In answering the following questions, please include your background, skills and experience in the areas of Parks and Recreation Coordinator/Administrative Analyst. Your ability to provide clear and concise answers will be used in assessing your qualifications for this position. Please limit your answers to the spaces provided.

**Applications for the position of Parks and Recreation Coordinator/Administrative Analyst will not be considered without the supplemental questionnaire.** Only those applicants demonstrating the best job-related qualifications will be invited for interviews. Therefore, it is to your advantage to complete this form thoroughly and accurately. The information contained within your responses will be verified through background and reference checks should you be selected as a finalist.

*Responses such as "see resume," "see application," or "see attached" will not be evaluated.*

I, THE UNDERSIGNED, UNDERSTAND THAT ALL INFORMATION PROVIDED HEREIN IS SUBJECT TO VERIFICATION AND IS TRUE TO THE BEST OF MY KNOWLEDGE AND ABILITY.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Day Phone Number

\_\_\_\_\_  
Mailing Address, City, State, Zip

\_\_\_\_\_  
Email Address







