



EMPLOYMENT OPPORTUNITIES

Human Resources Department
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South El Monte, CA 91733
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www.ci.south-el-monte.ca.us
EQUAL OPPORTUNITY EMPLOYER

RECREATION SPECIALIST

Full-time

Salary: \$15.56 - 18.91 Hourly

\$1,244.77 - 1,512.92 Biweekly

\$2,697 - \$3,278 Monthly

\$32,364 - \$39,336 Annually

POSITION SUMMARY: Under general direction, the Recreation Specialist is responsible for developing, implementing, and evaluating recreation programs.

KNOWLEDGE AND ABILITIES: The successful candidate must have knowledge of a wide variety of recreation and sports programs; practices and principles of supervision; principles of budgeting; and policies and procedures related to recreation programs and facilities. The candidate must also have the ability to: market recreation programs; supervise, train, evaluate, and motivate employees; conduct research and prepare clear, concise and comprehensive reports; present ideas and concepts orally and in writing; maintain accurate records; communicate effectively and accurately, orally and in writing, using proper English grammar, spelling and punctuation; and establish and maintain effective working relationships with other employees; and establish priorities and manage numerous separate activities simultaneously. The ability to speak Spanish, Vietnamese, or Chinese (Mandarin), while not a requirement, would be an asset to this position. Ability to perform various tasks for extended periods of time requiring standing, sitting, walking, kneeling, crouching, stooping, and bending; pushing, pulling and reaching overhead and above shoulders; lift and move up to 50 pounds.

MINIMUM REQUIREMENTS: Any combination of education, training and experience that has provided the required knowledge and abilities necessary for satisfactory job performance. A typical way to obtain this training and experience would be: four (4) years or more of experience in the implementation of recreation & sports activities and programs, including one (1) year of supervisory experience. Must possess a valid American Red Cross Certificate in First Aid and CPR. Must possess at the time of employment and continuously throughout employment a valid California Driver's License.

SELECTION PROCESS: Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at www.ci.south-el-monte.ca.us/ On-line applications and/or resumes will not be accepted.

APPLY BY: March 27, 2017 BY 5:00 P.M.

Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position.

IMPORTANT NOTICE: All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at the time of employment. City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities.

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.

BENEFITS HEALTH

SUMMARY: Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

Long Term Disability: City pays full premium for all full-time employees.

Term Life Insurance and AD & D Insurance: City pays full premium for all full-time employees.

Employee Assistance Program: EAP services designed to help through life's challenges are available through Hartford.

This position is a member of and will pay dues to the South El Monte Employees' Association.

PAID LEAVES

Holidays: 12 paid days per year

Vacation: Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6th) through the tenth (10th) years of service; twelve (12) hours per month (accrued at the rate of six (6) hours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11th) through fifteenth (15th) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16th) and following years of service.

Sick Leave: Earned at a rate of 8 hours per month.

Bereavement Leave: 3 days per calendar year.

RETIREMENT

Participation in California Public Employees Retirement System (CalPERS)

CalPERS Retirement Plan:

First Level effective 05/16/1966 - 2.5% @ 55 with a member rate of 8.0
Second Level effective 05/27/2012 - 2% @ 60 with a member rate of 7.0
PEPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.25.

New members under the Public Employment Retirement Law (PERL) hired as of 1/1/13 will have a mandatory CalPERS contribution established by PERL.

A "New Member" is defined as:

1. A new hire that is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.
2. A member who established CalPERS membership prior to January 1, 2013, and who is hired by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months.

Effective January 1, 2013, Public Employees' Pension Reform Act of 2013 (PEPRA) prohibited employers from paying any portion of a "new member's" member contribution rate. All new members must pay 50% of total normal cost as employee contribution rate. By January 1, 2018, all "classic members" will be required to contribute their full share up to 7% of the employee contribution of the CalPERS rate.

The City also participates in the Social Security retirement system.