



## EMPLOYMENT OPPORTUNITIES

### RECREATION MANAGER

**\$10,502 - \$12,765 (PER MONTH)  
+ BENEFITS**

*PERS 2.5% @55 ~ "CLASSIC" MEMBERS*

*PERS 2% @62 ~ "NEW" MEMBERS*

#### **THE POSITION:**

Under general administrative direction, plan, direct, and manage the operations of the City's recreation services, programs, and events; performs related duties, as required.

#### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Develop, implement, and oversee recreational, cultural, athletic, social services, programs, and events.
- Hire, train, assign, supervise, and evaluate division personnel; effectively recommend personnel action; effectively prepare, and present verbal and written discipline reports as necessary.
- Lead, coach, promote teambuilding, and encourage professional training and development for assigned personnel.
- Supervise staff in the planning, development, marketing, operation, implementation, and evaluation of services programs and events.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Plan and coordinate activities with other divisions, departments, and agencies.
- Oversee the use of City facilities by outside agencies, including special event permits.
- Assess community needs, review, and evaluate the effectiveness of programs and prepare recommendations for improvement.
- Research, write, and administer grants for programs and projects.
- Provide leadership in social media/communications and sponsorship opportunities.
- Attend and participate in the Community Services Advisory Committee meetings and other City or department meetings as requested.
- Participate and assist in the assessment of facilities and make recommendations.
- Manage applicable contracts and insurance within the City policy.
- Review and approve purchases and purchase orders.
- Oversee and participate in the development and administration of the division annual budget.
- Direct the forecast of funds needed for staffing, equipment, materials, and supplies.
- Coordinate with the Facility division for all preventative and routine building and equipment maintenance.
- Develop and implement Master Plans and goals outlined in the City's Strategic Plan.
- Maintain confidentiality of work-related issues and City information.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training, and Experience Guidelines:**

Bachelor's degree in Recreation Administration or a closely related field AND four years of full-time professional recreation administration (superintendent or supervisor) experience is required.

##### **License and Certification Requirements:**

Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

14343 Civic Drive\* Victorville, California 92392\* Job line:(760) 261-1508 \* Website: [www.victorvilleca.gov](http://www.victorvilleca.gov)

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#### **KNOWLEDGE OF:**

- City policies and procedures.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of contract administration.
- Principles and practices of recreation operations and program administration.
- Principles and practices of library operations and program administration.
- Principles and practices of public relations and marketing.
- Principles and practices of public finance.
- Principles and practices of conflict resolution.
- Principles and practices of project management.
- Principles and practices of strategic planning.

#### **SKILL IN:**

- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state and federal policies, laws, and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with the City Manager, Deputy City Managers, City Council, department heads, managers, supervisors, employees, vendors, contractors, businesses, schools, external public and private agencies/organizations, and the general public.
- Applying safe work practices.

#### **WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

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#### **FILING DEADLINE:**

**APPLY ONLINE: [WWW.VICTORVILLECA.GOV](http://WWW.VICTORVILLECA.GOV) no later than: **October 17, 2024.****

#### **TESTING PROCESS:**

Applications will be screened and those applicants most qualified will be invited to proceed in the testing process, which may consist of one or more of the following: supplemental questionnaire, written examination, performance evaluation, and an interview panel evaluation. If a written examination is utilized, only those candidates achieving the top scores will participate in the interview panel evaluation. Candidates recommended for hire will be required to undergo a background reference check, a fingerprint check, and a pre-employment physical, which includes a drug and alcohol test. A secondary eligibility list may be established for all other passing scores.

**RFP#2024/L/agv/Sept.-2024/R52**

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## RECRUITMENT PROCESS

**HOW TO APPLY:** An employment application must be submitted ONLINE by accessing the City of Victorville's website at [www.victorvilleca.gov](http://www.victorvilleca.gov). Applications must be complete and must clearly show that the qualification requirements are met. A resume will not be accepted in lieu of the official application. All statements are subject to investigation and verification. Applications must be submitted ONLINE no later than the deadline date listed on the front of this announcement. Faxed applications will not be accepted. Applicants are responsible for promptly notifying Human Resources of any change of address and/or telephone number.

**EXAMINATION:** The City reserves the right to rate applicants based on a review of the application materials and to invite only the most qualified applicants to participate in successive parts of the selection process, consisting of one or more of the following:

- 1) A written examination of technical knowledge, skills, and abilities.
- 2) A technical oral examination of education, experience, training, and personal suitability for the position will be evaluated by appearance before a board of representatives from other agencies.
- 3) A performance examination for demonstration of manual skills (i.e., typing, shorthand, and equipment operation).
- 4) A supplemental questionnaire for measurement of education, experience, and training.
- 5) An assessment center measuring various job skills.

**COMPLAINTS:** If you have any complaints or concerns with any phase of the recruitment process, a letter should be directed to Human Resources and received no later than the fourth working day following the date of notification of the results of any action taken.

**ELIGIBILITY LISTS:** A list of qualified candidates will be established in descending order of examination scores. Referrals for interviews for vacant positions will be made with those achieving higher scores referred first over those with lower scores. The City reserves the right to make appointments to lower-level positions from an existing Eligibility List.

**ADA ACCOMMODATION:** Individuals with disabilities who require accommodation in the application or testing process must provide, at time of application, documentation from a qualified authority of the need for accommodation.

**EQUAL OPPORTUNITY EMPLOYER:** The City of Victorville, as well as its recipients, subrecipients, and contractors, will not discriminate in employment practices based on race, color, religious creed, ancestry, national origin, age, sex, pregnancy, marital status, sexual orientation, medical condition, mental or physical disability, political affiliation/opinion, Veteran's status, or request for family medical leave. The City of Victorville is committed to ensuring that the work environment of City of Victorville employees and the work environment of employees and volunteers of recipients, subrecipients, and contractors of City of Victorville are free from discrimination, harassment, and retaliation.

## FULL-TIME EMPLOYEE BENEFITS

**SALARY:** Employees typically start at Step "1" of the salary range. Part-time employees do not receive benefits or merit increases and are hired at an hourly rate.

**VACATION:** Paid vacation is based on years of City of Victorville service: 80 hours for 0-5 years; 120 hours for 6-10 years; 160 hours for 11-15 years; 200 hours for 16+ years effective July 1, 2015.

**SICK LEAVE:** 96 hours of paid sick leave per year, including a sick leave pay back program upon resignation with five years of service.

**HOLIDAYS:** 13 Holidays per year plus one floating holiday for eligible full-time employees.

**MEDICAL/DENTAL/VISION INSURANCE:** Available for full-time employees and their eligible dependents, with a fringe subsidy.

**DEFERRED COMPENSATION 457 PLAN:** Available to interested employees.

**LIFE INSURANCE:** City-paid Life insurance coverage for full-time employees equivalent to one times annual salary, plus additional AD&D coverage. Supplemental life, accidental/death, and dismemberment insurance available, paid for by the employee.

**RETIREMENT:** For employees hired on or after January 1, 2013, Public Employee's Retirement system contributions will be implemented according to Assembly Bill 340, Pension reform. Classic member's formula: 2.5% @55/ New member's formula: 2% @62. Effective July 1, 2015, employees pay CalPERS 8% employee contribution. The City does not participate in the Social Security program. Part-time employees are provided a supplemental retirement program under the deferred compensation program. The City is required to participate in the Medicare Program and contributes a matching 1.45% of salary. City pays medical retirement benefits based on years of service as follows: 25+ 100%, 20-24 75%, 15-19 50%, 8-14 25%.

**SHORT-TERM DISABILITY:** Employee-paid benefit provides 60% of salary after seven-day waiting period, up to a maximum \$1,600 weekly benefit.

**LONG-TERM DISABILITY:** City-paid benefit provides 66-2/3% of salary after 90 days of disability for full-time employees, up to a maximum of \$5,000 monthly.

**EMPLOYEE ASSISTANCE PROGRAM:** Provided for all full-time employees and their eligible dependents.

City Hall closes the week between Christmas and New Year's Eve.

## EMPLOYMENT INFORMATION

**SPONSERSHIP:** The City of Victorville is not able to consider candidates who will require visa sponsorship at the time of application or in the future.

**DIRECT DEPOSIT:** All new hires are able to enroll into the direct deposit program.

**IMMIGRATION LAW:** Prior to employment, applicants will be required to provide necessary documentation to verify proof of legal residence entitling them to work in the United States, as required by the Immigration and Reform Act of 1986.

**E-VERIFY:** The City of Victorville participates in the E-Verify Program.

**PROBATIONARY PERIOD:** All full-time employees must satisfactorily complete a one-year probationary period.

**AT-WILL EMPLOYMENT:** All part-time positions are considered at-will employment.

**DMV PRINT-OUT:** Some applicants will be required to provide a Motor Vehicle Report from DMV if their position requires the use of a City vehicle, and if the report is a listed requirement on front of the job flyer. An explanation is required for any Vehicle Code violation. A copy of the police report is required for any accident.

**BACKGROUND CHECK: NOTE:** Job offers are contingent and may be withdrawn if any of the following are not up to City standards:

**MEDICAL STANDARDS-** After an applicant receives a conditional job offer and satisfies all other employment conditions, but before he or she begins work, the applicant will be subject to a medical examination. The offer may be withdrawn if the applicant is unable to perform essential functions of the job with reasonable accommodation.

**CRIMINAL HISTORY-** Applicants will be fingerprinted for the purpose of a confidential background investigation.

**REFERENCE CHECK-** Appointment is contingent on verification with current and prior employers of work history information submitted to the City as well as proof of educational requirements set forth in job standard requirements.

**DRUG AND ALCOHOL TESTING-** All applicants, before or after a conditional job offer is made, must submit to and pass a pre-employment drug test. Some classifications are subject to random drug tests in accordance with City policy and/or State and Federal laws. Applicants who are considered for hire must submit to and pass drug testing prior to appointment. Some classifications are subject to ongoing random drug & alcohol tests in accordance with City policy and/or State and Federal laws.

### CITY OF VICTORVILLE

Human Resources  
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