



City of Garden Grove  
**Community Services Supervisor**

<b>SALARY</b>	\$7,012.00 - \$10,360.00 Monthly	<b>LOCATION</b>	City Hall, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2025-037
<b>DEPARTMENT</b>	Community Services	<b>OPENING DATE</b>	11/12/2024
<b>CLOSING DATE</b>	12/3/2024 5:00 PM Pacific		

## City and Job Overview



The City of Garden Grove is now accepting applications for:

### **COMMUNITY SERVICES SUPERVISOR**

Deadline to apply for this recruitment is **Tuesday, December 3, 2024 at 5:00 p.m. PST**. The oral panel interview and writing sample are tentatively scheduled for December 18, 2024.

Under general direction, the Community Services Supervisor is responsible for developing, planning, promoting, implementing, supervising, and evaluating various recreational, human services programs, and city-wide special events.

We anticipate creating an eligibility list from this recruitment that may be used to fill current and future vacancies for this and other classifications. Apply now!

### **Essential Duties**

Plan, direct, implement, supervise, and evaluate various sports, educational, and other recreational activities for all age groups; including tournaments, dances, parties, sports programs, camps, aquatics programs, youth programs, social service programs, and related activities

Plan, coordinate, and supervise community events

Develop schedules for use of facilities by various age and social groups

Select, supervise, train and evaluate the work performance of full and part-time staff

Prepare and maintain records and develop reports including program budget and financial reports

Maintain close contact with neighborhood civic groups and social agencies on matters of civic and recreational interest

Attend staff conferences, professional meetings, and other organizational meetings

Collect and account for money received and order necessary supplies and equipment

Conduct outreach and produce marketing materials for schools, churches, social organizations, and individuals to promote recreational programs and stimulate interest

Manage division budget, grant funded programs, and assist with capital projects

Perform other related duties as assigned

## Requirements

### EDUCATION & EXPERIENCE:

A Bachelor's Degree with major course work in recreation, physical education, human services, or a related field and three (3) years of progressively responsible experience in organizing or coordinating various programs in public recreation, leisure or social services, facility management, or a related field is required.

One (1) year of supervisory or lead experience is also required.

### KNOWLEDGE OF:

Methods and techniques for planning community events; philosophy and objectives of public recreation; various recreational and cultural activities suitable for all age groups; basic principles and methods of supervision; effective personnel practices; marketing and public relations to promote programs; the operation of general office equipment including MS Office; and effective customer service techniques and principles.

### ABILITY TO:

Adhere to general program standards and objectives and to innovate, when necessary, to meet specific situations; effectively handle multiple tasks/programs simultaneously; supervise the work of others; maintain organizational coordination and resolve personnel problems; establish and maintain positive, enthusiastic and effective working relationships with staff, public officials and the general public; communicate in a clear, concise and effective manner both verbally and in writing; and commit to providing quality customer service.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbents in this classification stand for extended periods of time, sit, speak clearly, hear normal voice conversation, see small details, use a telephone, type, and work on a personal computer.

### WORK ENVIRONMENT:

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work in an open office environment and have direct contact with the public. Employees may occasionally be required to work in outside conditions exposed to the elements.

### OTHER REQUIREMENTS:

Must possess a Class C California driver's license and an acceptable driving record in order to operate a City vehicle. An acceptable driving record is one that has three (3) or fewer DMV points issued within the past five (5) years, and no more than one (1) DUI within the past ten (10) years. May be required to provide official driving record prior to appointment to position.

## Other Important Information

### HOW TO APPLY

Online applications can be completed by visiting: [www.ggcity.org/hr](http://www.ggcity.org/hr). Questions regarding this position may be sent via email to [ggjobs@ggcity.org](mailto:ggjobs@ggcity.org). City Hall is open Monday through Thursday, 7:30 a.m. to 5:30 p.m., and every other Friday, 7:30 a.m. to 5:00 p.m.

**Online application packets must include:**

- a completed online employment application
- a completed supplemental questionnaire

The job application must be completely filled out. A resume may be submitted but cannot substitute for the application or for some of the other required information. Be sure to detail any education, training or other relevant course work that would make you a particularly strong candidate.

Your application will be reviewed very carefully, and only those who appear to have the best qualifications will be invited to continue in the selection process. Meeting the minimum requirements does not guarantee an invitation to further testing.

**THE SELECTION PROCESS**

Selection process may consist of:

- Oral panel interview and writing sample – tentatively scheduled for December 18, 2024

Candidates who may need accommodations during the selection process must contact the Human Resources Department at [ggjobs@ggcity.org](mailto:ggjobs@ggcity.org) at least one week prior to any test dates.

**APPLICANTAS WILL RECEIVE COMMUNICATION THROUGH EMAIL ONLY.** Applicants should check their email and spam mail for all notices.

If there are any questions regarding this recruitment, please contact the Human Resources Department at [ggjobs@ggcity.org](mailto:ggjobs@ggcity.org).

**NEPOTISM POLICY**

The City has adopted a Nepotism Policy that may affect the status of a candidate's application. Please refer to the Garden Grove [Municipal Code 2.44.440 Nepotism Policy](#) for more information.

**EQUAL OPPORTUNITY EMPLOYER**

The City of Garden Grove is an Equal Opportunity Employer that does not discriminate on the basis of sex, race, color, marital status, religion, ancestry, national origin, medical condition, non-disqualifying disability, age, sexual orientation, gender identity/expression, genetic information, military/veteran status, or other protected class covered by appropriate law.

**DISASTER SERVICE WORKER**

Per Government Code 3100, in the event of a disaster, employees of the City of Garden Grove are considered disaster service workers and may be asked to respond accordingly.

**Benefits****VACATION**

**Accrues at the following rates:**

- 80 hours upon completion of one (1) year
- 120 hours after one (1) year - 10 hours per month
- 144 hours after nine (9) years - 12 hours per month
- 168 hours after fourteen (14) years - 14 hours per month
- 207 hours after nineteen (19) years - 17.25 hours per month
- 246 hours after twenty-four (24) years - 20.6 hours per month

**HOLIDAYS:** Fourteen (14) paid holidays annually (up to 125 hours)

**ADMINISTRATIVE LEAVE:** FLSA exempt management employees receive forty (40) hours of administrative leave for use each calendar year beginning January 1. New employees hired July 1 and after shall be allowed to use up to twenty (20)

hours during that calendar year. Employees in the classifications of Administrative Secretary, Deputy City Clerk and Public Works Foreman are determined as non-exempt for FLSA purposes.

**SICK LEAVE:** Sick leave accrues at the rate of eight (8) hours with pay for each full calendar month of service.

**INSURANCE:** Cafeteria Plan Spending Fund: Employees receive a monthly allowance with which to purchase medical and dental benefits for themselves and their dependents. Any unused portion of the allowance may be put into a deferred compensation plan or Flexible Reimbursement Account, or taken as cash at the end of the year. The City also provides a Flexible Reimbursement Account into which employees may tax-defer funds to use to pay for childcare or to cover those health and dental care expenses (deductibles, etc.) that are not reimbursed by an insurance carrier.

#### **RETIREMENT**

Tier I - Employees hired prior to January 1, 2013 are covered by the "2.5% at 55" single highest year option of the Public Employees' Retirement System (PERS) plan. Employees contribute eight percent (8%) of salary to PERS on a tax-deferred basis.

Tier II - Employees hired and enrolled into PERS after January 1, 2013 are covered by the "2.0% at 62" 3-year average option of the Public Employees' Retirement System (PERS) plan. Employees contribute half the normal cost to PERS on a tax-deferred basis.

**DEFERRED COMPENSATION PROGRAM:** Employees may contribute to a 457(b) account up to the maximum as determined by the IRS annually. There is no City contribution.

**BILINGUAL INCENTIVE:** After qualification, employees are eligible to receive compensation for the use of bilingual skills in Spanish, Vietnamese, or Korean. Employees receive \$85 per pay period for verbal and written translation, and \$65 for only verbal translation.

**TUITION REIMBURSEMENT:** Upon completion of one (1) year of City service, an employee may receive tuition reimbursement for pre-approved completed coursework toward a college degree.

**THE BENEFITS LISTED ABOVE ARE ONLY RELEVANT TO FULL TIME EMPLOYEES. BENEFITS FOR PART-TIME UNBENEFITED AND PART-TIME BENEFITED EMPLOYEES WILL DIFFER FROM THOSE OF A FULL TIME EMPLOYEE.**

#### **Agency**

City of Garden Grove

#### **Address**

11222 Acacia Parkway  
P.O. Box 3070  
Garden Grove, California, 92842

#### **Phone**

(714) 741-5004

#### **Website**

<https://ggcity.org/hr>

## **Community Services Supervisor Supplemental Questionnaire**

### **\*QUESTION 1**

**Please carefully read the following instructions: Your responses to the supplemental questions below will be used to determine your qualifications for the position. You are required to answer ALL of the supplemental questions as truthfully and accurately as possible. Your responses to these questions are subject to verification and may be assessed in subsequent examination parts. Any sign of deliberate misinformation or intentional exaggeration will result in**

disqualification from this examination process. Please indicate "Yes" to reflect that you have read, understood and agree to these terms. Please indicate "No" if you do not agree to these terms and wish to voluntarily withdraw from the application process for this position.

- Yes  
 No

**\*QUESTION 2**

**What is the highest level of education you have completed?**

- High school diploma or G.E.D.  
 Associate's degree  
 Bachelor's degree  
 Master's degree  
 Doctorate or Ph.D.  
 None of the above

**\*QUESTION 3**

**How many years of experience organizing or coordinating programs in public recreation, leisure or social services, and/or facility management do you possess?**

- I do not have experience in this area  
 Less than 1 year  
 1 year but less than 2 years  
 2 years but less than 3 years  
 3 years but less than 4 years  
 4 years but less than 5 years  
 5 years or more

**\*QUESTION 4**

**Please describe your experience organizing or coordinating programs in public recreation, leisure or social services, and facility management. If you do not have experience in this area, please write "N/A" below.**

**\*QUESTION 5**

**How many years of supervisory or lead experience do you possess?**

- I do not have experience in this area  
 Less than 1 year  
 1 year but less than 2 years  
 2 years but less than 3 years  
 3 years but less than 4 years  
 4 years but less than 5 years  
 5 years or more

**\*QUESTION 6**

**Please describe your supervisory or lead experience, including number and level of positions supervised. If you do not have experience in this area, please write "N/A" below.**

**QUESTION 7**

**Do you have any experience planning special events?**

- Yes
- No

**\*QUESTION 8**

**Please describe any experience you may have with planning special events. If none, please indicate N/A.**

\* Required Question