



City of Downey Recreation Supervisor

SALARY	\$36.87 - \$45.68 Hourly \$6,391.23 - \$7,917.71 Monthly	LOCATION	Downey, CA
JOB TYPE	Regular, Full-Time	JOB NUMBER	25-008
DEPARTMENT	Parks and Recreation	OPENING DATE	07/18/2025
CLOSING DATE	8/1/2025 5:30 PM Pacific		

ABOUT THE POSITION

City of Downey

Retirement

- Pension through CalPERS (California Public Employee Retirement System)
- Deferred Compensation Plan (457b) through VOYA
- Public Sector Retirement Reciprocity
- Employer contribution to Retiree Health Savings (RHS) Account

Paid Time Off

- Two weeks of vacation annually (increases based on years of service)
- 12 Paid Holidays
- 96 hours of flexible sick leave annually (No maximum accrual)
- Jury Duty (unlimited)
- Bereavement (up to six days)
- Executive Leave (up to 32 hours)*
- Maternity Leave/ Pregnancy Disability Leave (up to 480 hrs)
- Family & Medical Leave Act (FMLA) & California Family Rights Act (CFRA) (12 weeks)

Incentives

- Bilingual Pay
- Certification Pay*
- Longevity Pay*
- Education Pay*
- Uniform Allowance *
- Special Assignment Pay*
- Lateral Incentives *
- Free Electric Car Charging Stations
- Rideshare Program Incentives

Health and Wellness

- 11 CalPERS Medical Health Plan Options (HMO & PPO)
- 2 Dental Plan Options (HMO & PPO)
- VSP Vision Plan
- City paid Life Insurance
- Long Term Disability Insurance
- Flexible Spending Accounts
- Employee Assistance Program
- Employee Engagement Events
- Wellness Events
- Medical Opt-Out Premium (up to \$650)
- Volunteer Opportunities
- 9/80 Work Schedule (some positions 4/10)

Professional Development

- Target/Vector Solutions
- Webinars
- On-Site Training
- Gateway Consortium Training
- LinkedIn Learning -
- Coursera -
- Education Reimbursement
- Public Service Loan Forgiveness (PSLF Eligibility)
- Lunch and Learns

*Applies to certain positions

This is a lead position that reports to the Recreation Manager. An incumbent in this classification is expected to perform a full range of duties and responsibilities under general supervision involving the management of Contract Instructors, the production of The Orbit seasonal guidebook, the supervision and implementation of seasonal programming which includes; Day Camp and Aquatics programming, and the oversight of the Volunteer program and other major functions of the Parks & Recreation Department including but not limited to supporting with the execution of City Wide Special Events and the ability to plan, organize and coordinate comprehensive recreation programs in the City.

An Eligible List of qualified applicants will be established from this recruitment. Generally, a valid Eligible List is in effect for up to one year.

EXAMPLES OF ESSENTIAL FUNCTIONS

The following examples are intended to describe the general nature and level of work performed by persons assigned to this classification.

- Determine program content and the methods used in providing community recreation offerings.
- Hold regular staff meetings to discuss and evaluate program techniques and content.
- Prepare and administer the budget for particular program components.
- Plan programming for seasonal activities which include Summer Day Camp and Aquatics
- Respond to inquiries or requests for service from interested community groups and citizens.
- Plan and supervise a program of aquatics, senior citizen programs, contract classes or other recreation specialties involving the supervision of group instructors and leaders in the planning of activities and special events.
- Prepare and submit a variety of reports and memoranda on a number of recreation-related subjects.
- Evaluates programs and makes recommendations for changes.
- Perform other related duties as assigned.

QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required skills, knowledge and abilities would be qualifying. A typical way to obtain the skills, knowledge and abilities would be:

Education: Bachelor's degree from an accredited college or university with major work in Recreation or related field.

Experience: Three (3) years of recreation leadership including at least two years in a supervisory capacity.

Knowledge of: Recreation, cultural and social needs of the community; procedures for planning, implementing and maintaining a variety of recreation and leisure time activities and programs; current trends and practices in recreation programs; methods of planning and organizing City wide special events; public building operations and learning center facilities.

Ability to: Design, develop and implement recreations programs suited to the needs of the community; analyze, interpret and explain department policies and procedures; supervise, train and evaluate subordinates; elicit community and organizational support for programs; communicate clearly and concisely, orally and in writing; develop, present and administer a budget for a particular program area; establish and maintain effective working relationships with public groups, agencies and the media, and others contacted in the course of work.

License: Due to the performance of field duties, a valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions and an acceptable driving record at the time of appointment and throughout employment is required.

ADDITIONAL INFORMATION

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of Downey. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

Physical Tasks and Abilities and Environmental Conditions: Work is performed in a standard office environment and at indoor and outdoor recreational facilities; incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surface. Sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel,

crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 20 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

Selection Process: Selection/Testing Process:

All applications and supplemental information will be reviewed and evaluated on the basis of information submitted at the time of filing to determine the level and scope of the applicant's qualifications for the position. All information submitted is subject to verification.

For consideration, an on-line employment application and supplemental questionnaire is required to be completed and submitted by the application deadline. A resume may be attached, but will not be accepted in lieu of the completed application. Failure to complete all the information requested may result an application being removed from consideration.

Applicants who most closely meet the desired qualifications will be invited to participate in the examination process, which will consist of an appraisal examination (weighted 100%).

The appraisal examination may consist of performance testing and/or an oral interview to assess the applicant's knowledge, education, experience, computer skills, and general ability to perform the essential functions of the position.

Candidate(s) who complete testing with acceptable results will be considered by the Department hiring authority. Prior to an employment offer, a comprehensive background investigation is conducted, including fingerprinting. A pre-placement medical exam, including a drug screen will be conducted upon issuance of a conditional offer of employment.

Any applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the Human Resources Office at (562) 904-7292 at least 72 hours in advance.

Employer

City of Downey

Address

11111 Brookshire Avenue

Downey, California, 90241-7016

Phone

(562) 904-7292

Website

<http://www.downeyca.org>

Recreation Supervisor Supplemental Questionnaire

***QUESTION 1**

Which of the following best describes your level of education? (select one)

- ☐ High School graduate or equivalent
- ☐ Some College
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Coursework beyond Bachelor's Degree
- ☐ Master's Degree or higher

***QUESTION 2**

What field of study is your education in?

***QUESTION 3**

Which of the following best describes your years of paid "SUPERVISORY" experience over recreation programs and services WITHIN A MUNICIPAL GOVERNMENT/COMMUNITY SERVICES operation? (select one)

- ☐ I have no supervisory experience.
- ☐ I have some supervisory experience, but not in the field of recreation.
- ☐ I have some supervisory experience, but not within a municipal government/community services operation.
- ☐ I have less than one (1) year of supervisory experience in recreation programs and services within a municipal government/community services operation.
- ☐ I have one (1) to two (2) years of supervisory experience in recreation programs and services within a municipal government/community services operation.
- ☐ I have more than two (2), but less than three (3) years of supervisory experience of recreation programs and services within a municipal government/community services operation.
- ☐ I have three (3) or more years of supervisory experience of recreation programs and services within a municipal government/community services operation.

***QUESTION 4**

If "Yes" to Question 3, briefly state how many years of experience and in what type of operation?

***QUESTION 5**

Do you have any experience in the implementation of recreation activities or programs?

- ☐ Yes
- ☐ No

***QUESTION 6**

Briefly explain your experience in the implementation of recreation activities or programs.

***QUESTION 7**

Do you have experience working as a Recreation Coordinator within a municipal/community services operation?

- ☐ Yes
- ☐ No

***QUESTION 8**

Briefly explain your experience working in a Recreation Coordinator role within a municipal/community services operation?

* Required Question