



EMPLOYMENT OPPORTUNITIES

COMMUNITY SERVICES COORDINATOR COMMUNITY SERVICES DEPARTMENT

**\$5,835 - \$7,092 (PER MONTH)
+ BENEFITS**

*PERS 2.5% @55 ~ "CLASSIC" MEMBERS
PERS 2% @62 ~ "NEW" MEMBERS*

THE POSITION:

Under limited supervision, develops, organizes, and oversees a variety of recreational and community service programs and activities. 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, plan, and assist with the City’s community services programming, which may include aquatics, contract classes, sports activities, preschool, youth, and special events.
- Assist with the planning and implementation of community events, such as but not limited to the Spring Festival & Egg Hunt, 4th of July Fireworks, National Night Out, Fall Festival, Hallow-Boo Drive-Thru, Veterans Parade, and Tree Lighting Ceremony.
- Assist with the supervision, training, and scheduling of part-time and seasonal recreation staff.
- Recommend staff discipline procedures as needed.
- Provide on-site supervision and implementation of assigned program areas and events.
- Assist with administrative tasks, including the maintenance of records, files, and other data.
- Assist in preparing promotional materials, including flyers, program brochures, newsletters, and press releases.
- Ensure that assigned programs or events operate in compliance with established City policies and health and safety regulations.
- Monitor and secure assigned facilities and activities of users.
- Participate in assessing program and event needs for budget development.
- Assist the Recreation Supervisor or Recreation Manager in recruiting, interviewing, selecting, and training volunteers, contractors, and vendors for events and programs.
- Prepare requisitions and submit invoices for processing.
- Assist in preparing contracts and agreements.
- Monitor and process payments and insurance renewals.
- Assist in the evaluation of programs and events.
- Resolve customer satisfaction issues.
- Make recommendations on refund requests.
- Assist in developing and refining policies and procedures.
- Assist in writing and administering grants for various programs and projects.
- Safely operate City vehicles and equipment.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience Guidelines:

High school diploma or GED equivalent SUPPLEMENTED BY 30 college semester units in recreation, or a closely related field, AND three years of professional program administration experience. An associate degree or higher in Recreation Administration, or a related field is desirable.

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.



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KNOWLEDGE OF:

- City policies and procedures.
- Principles and practices of effective employee supervision.
- Principles and practices of contract administration.
- Principles and practices of public relations and marketing.
- Principles and practices of project management.
- Principles and practices of effective and appropriate public contact and customer service.
- Methods and techniques used in planning, marketing, and evaluating events and programs.
- Modern office practices and procedures.
- Operational characteristics of assigned programs and events.
- English usage, spelling, grammar, and punctuation, as well as basic mathematical principles.

SKILL IN:

- Working independently under minimal supervision.
- Developing and maintaining recreation programs.
- Scheduling, training, and supervising the work of others.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Organizing and managing multiple projects, with the ability to prioritize work.
- Expressing ideas clearly and communicating effectively, verbally and in writing.
- Building effective teams and providing efficient customer service.
- Interpreting and applying City, state, and federal policies, laws, and regulations.
- Operating a personal computer and various software applications.
- Analyzing, interpreting, and explaining program policies and procedures.
- Establishing and maintaining effective working relationships with those contacted during the performance of work duties.
- Preparing written reports, newsletters, flyers, and other written materials.
- Applying safe work practices.

PHYSICAL DEMANDS AND 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 may be 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 be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

FILING DEADLINE:

APPLY ONLINE: www.victorvilleca.gov no later than: **OCTOBER 1, 2025, OR THE FIRST 75 APPLICANTS.**

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#2025/L/ag/February-2025/R27



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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. 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 time 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
14343 Civic Drive
Victorville, CA 92392-2399
Job Line (760) 261-1508
Website: www.victorvilleca.gov

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Any provisions contained herein may be modified or revoked without notice.*