



City of Garden Grove
Assistant Community Services Supervisor

SALARY	\$5,686.00 - \$8,401.00 Monthly	LOCATION	City Hall, CA
JOB TYPE	Full-Time	JOB NUMBER	2026-035
DEPARTMENT	Community Services	DIVISION	(CS) Facilities Services (340)
OPENING DATE	10/16/2025	CLOSING DATE	11/5/2025 5:00 PM Pacific

City and Job Overview



The City of Garden Grove is now accepting applications for:
ASSISTANT COMMUNITY SERVICES SUPERVISOR

Deadline to apply for this recruitment is **Wednesday, November 5, 2025 at 5:00 p.m. PST**

Click here to apply online: [Join Our Team](#)

JOB OVERVIEW

Under general supervision, this position supervises and administers a variety of programs, activities, and services, and provides administrative support.

The ideal candidate will possess:

- Experience in developing Community Services programs and supervising staff and facilities
- Experience in facility operations and management
- Expertise in coordinating, executing and evaluating special events
- Knowledge of marketing tools
- Ability to learn new skills and adapt to new situations
- Experience collaborating with various community and external organizations
- Effective written and oral communication skills
- Strong customer service, interpersonal and leadership skills
- Ability to work a flexible schedule including evenings and weekends

The current vacancy is in the Facilities Division. The eligibility list resulting from this process may be used to fill any current or future vacancy within the City, so apply now!

Essential Duties

Assists in the supervision, coordination, and evaluation of Community Services programs;

Maintains day-to-day operations of large banquet facilities, park recreation facilities, athletic fields and park patrol;

Performs routine maintenance inspections of facilities and fields;

Manages, mentors, guides and evaluates staff;

Answers public inquiries regarding procedures, operations and regulations;

Prepares various management and operational written reports and oral presentations;

Develops publicity, marketing, and promotional materials for assigned programs and services;

Conducts special studies and surveys and evaluates operations and activities of assigned responsibilities to recommend improvements and/or modifications and facilitate the delivery of services and programs; and

Performs related duties as assigned.

Requirements

EXPERIENCE & EDUCATION:

Two years of college (minimum 60 semester units) with major coursework in recreation/leisure programming, hospitality, business administration, public administration, or a related field and two (2) years of progressively responsible experience in recreational program development and administration, event supervision, employee supervision, and/or facility management is required.

A Bachelor's degree in sociology, recreation/leisure programming, hospitality, business administration, or public administration is considered highly desirable.

KNOWLEDGE OF:

Community Services program development, implementation and administration; facility administration and operations; marketing techniques; leadership methods; basic principles, practices and methods of supervision; Microsoft Office suite of products; customer service techniques and principles.

ABILITY TO:

Coordinate the management of City facilities, including building rentals, picnic shelters, and athletic fields; Establish and maintain positive, enthusiastic and effective working relationships with staff, public officials and the general public; follow directions and make sound analyses and evaluations; perform technical research, evaluate data, and prepare clear and comprehensive written and oral reports; instruct, train, direct and supervise the work of others; plan and organize various events; utilize a personal computer using Microsoft Word, Excel, and City programs; produce marketing materials; safely operate a motor vehicle; commit to providing quality customer service; work in a team environment which supports inter-divisional workgroups and assignments; work weekends, evenings and overtime as needed.

OTHER REQUIREMENTS:

A California Class "C" Driver's License is highly desirable.

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, 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.

Other Important Information**HOW TO APPLY**

Online applications can be completed by visiting: www.ggcity.org/hr; Questions regarding this position may be sent via email to 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.

The deadline to apply is Wednesday, November 5, 2025 at 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.

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

SELECTION PROCESS

- Oral panel interview & writing sample - tentatively scheduled for November 18, 2025

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

Placement on the eligibility list does not guarantee a selection interview with the department. Candidates will be contacted based upon their placement on the eligibility list.

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 identify/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 and thereafter

NEW VACATION ACCRUAL TIERS EFFECTIVE January 2026

Accrues at the following rates:

- 80 hours upon completion of one (1) year
- 120 hours after one (1) year - 10 hours per month
- 132 hours after four (4) years - 11 hours per month
- 144 hours after nine (9) years - 12 hours per month
- 156 hours after eleven (11) years - 13 hours per month
- 168 hours after fourteen (14) years - 14 hours per month
- 186 hours after sixteen (16) years - 15.5 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: 14 paid holidays a year (up to 125 hours)

SICK LEAVE: Accrues at 8 hours for each full calendar month of service.

CAFETERIA PLAN HEALTH INSURANCE: The City provides each eligible employee a fringe benefit allocation to purchase benefits for themselves and their dependents. Any unused portion of the allowance may be put into a deferred compensation plan, or taken as cash at the end of the year, or invested into a Flexible Reimbursement Account in 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.

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.

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. Employees hired after January 1, 2013 that have already been enrolled in CalPERS or another reciprocal retirement system and do not have a break in service of more than six (6) months may be hired into Tier I. The plan also includes the 1959 Survivor Benefit (Indexed Level), and \$5,000 death benefit.

Tier II - Employees hired after January 1, 2013, are covered by the "2% at 62" three highest year average option of the Public Employees' Retirement System (PERS) plan. Employees contribute half of the normal cost to PERS on a tax-deferred basis. The plan also includes the 1959 Survivor Benefit (Indexed Level), and \$5,000 death benefit.

BILINGUAL INCENTIVE: Employees may receive \$85 per pay period if designated by the department head and certified by Human Resources to use bilingual verbal and translation abilities for languages such as Spanish, Korean, Vietnamese, or other designated languages. A designated and certified bilingual employee required to utilize his/her verbal-only bilingual abilities (Vietnamese, Korean, Spanish and/or any other language designated by the City Manager) on City business will be paid \$65 each pay period.

TUITION REIMBURSEMENT: Employees who successfully pass probation may receive up to \$3,000 per year for pre-approved completed coursework toward a college degree.

RIDESHARE PROGRAM: Incentives in the form of various gift certificates and transportation subsidies are provided to encourage ride sharing and other types of alternate commuting modes.

Please visit the City's website for more information: <https://ggcity.org/hr/salary-and-benefits>

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

Employer

City of Garden Grove

Address

11222 Acacia Parkway
P.O. Box 3070
Garden Grove, California, 92840

Phone

(714) 741-5004

Website

<https://ggcity.org/hr>

Assistant Community Services Supervisor Supplemental Questionnaire

***QUESTION 1**

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 may result in disqualification from this examination process.

- ☐ Yes – I have read, understood, and agree to these terms.
- ☐ No – I have read, understood, and do not agree to these terms. I wish to withdraw my application from this process.

***QUESTION 2**

What is the highest level of education you have completed?

- ☐ Some high school

- ☐ High school diploma, G.E.D., or equivalent
- ☐ Associate's degree (or minimum of 60 semester units)
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate or PhD
- ☐ None of the above

*QUESTION 3

Two years of college (minimum of 60 semester units) with major coursework in recreation/leisure programming, hospitality, business administration, public administration, or a related field is required. Please indicate which area your coursework is in. Please type N/A if you do not have coursework in these areas.

*QUESTION 4

How many years of experience in 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 5

Please briefly describe your experience in facility management. Please limit your response to 100 words or less. If you have no experience, please type N/A.

*QUESTION 6

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 7

Please briefly describe your supervisory or lead experience. Please limit your response to 100 words or less. If you have no experience, please type N/A.

*QUESTION 8

How many years of event supervision 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 9**

Please briefly describe your event supervision experience. Please limit your response to 100 words or less. If you have no experience, please type N/A.

***QUESTION 10**

How many years of marketing 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 11**

Please briefly describe your marketing experience. Please limit your responses to 100 words or less. If you have no experience, please type N/A.

***QUESTION 12**

Do you currently possess a valid California Class "C" driver license?

- ☐ Yes
- ☐ No

*** Required Question**