

City of Santa Monica

Community Recreation Systems Coordinator

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| SALARY | \$50.97 - \$62.93 Hourly \$4,077.69 - \$5,034.00 Biweekly \$8,835.00 - \$10,907.00 Monthly \$106,020.00 - \$130,884.00 Annually | LOCATION | City of Santa Monica, CA |
| JOB TYPE | Full-Time Regular | JOB NUMBER | 261049-01 |
| DEPARTMENT | Recreation and Arts Department | DIVISION | RAD - Administration |
| OPENING DATE | 04/10/2026 | CLOSING DATE | 4/30/2026 5:30 PM Pacific |

Job Summary

Manages and administers use of the Department's recreation services software systems.

Representative Duties

Assists in coordinating modifications and operation of recreation software systems with the Information Systems Department and software vendors.

Trains and assists assigned staff and the public in use of recreation software applications.

Maintains and modifies data, performs data analysis and runs reports.

Performs complex analytical studies and plans, implements and coordinates projects.

Researches information, conducts quantitative and qualitative analyses and assists in the administration of recreation software maintenance contracts and agreements, as assigned.

Makes presentations to Boards, Commissions, neighborhood and business groups.

Performs other related duties, as assigned.

Requirements

Knowledge of:

Principles of public administration, and community and recreation services.

Recreation and class registration software systems.

Quantitative and management analysis techniques.

Report writing.

Principles of program planning, monitoring, implementation and evaluation.

Budget preparation and administration.

Effective customer service techniques.

Ability to:

Use the Microsoft Office and recreation software systems, including Safari, in a Microsoft Windows operating system.
Understand user needs, questions and problems and translate into software solutions.
Read and comprehend technical information.
Document technical information and operational procedures in writing.
Communicate effectively, both orally and in writing with the public and City employees.
Analyze and make recommendations regarding community services programs.
Complete assignments in an accurate and timely manner.
Ability to configure automated systems to satisfy departmental business practices.
Prepare and present effective presentations.
Analyze and solve administrative problems.
Develop, implement, administer and evaluate projects and programs.
Establish and maintain effective and cooperative working relationships with City employees and the general public.
Provide effective customer service.

Skill In:

Working with personal computers and applicable software applications.
Managing the use of recreation software systems, including Safari.
Training system users in recreation software systems.
Analyzing data.

Education, Training and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a closely related field. Three years of recent, paid work experience which has included performing research, analysis, and software management. Experience administering a recreation software system is desirable. Experience training users on various software applications is also desirable.

Licenses and Certificates:

Possession of a valid class C driver license.

Supplemental Information**How to Apply:**

Applicants must submit a completed on-line City Application along with any required supplemental application materials with the Human Resources Department by the filing deadline. If you do not submit your on-line application by the filing deadline, you will not be considered for this position. Please note, applications may be rejected if incomplete. Resumes, CVs and cover letters are not reviewed as part of the application screening process.

If you would like for your education to be considered, you must attach a copy of your college level transcripts or diploma to your online application. Applicants who indicate receipt of college level coursework or degree from a foreign institution must provide United States credential equivalency verification along with a copy of your college diploma/transcripts. All materials must be received in the Human Resources Department no later than the filing deadline. Failure to do so may result in your application being evaluated without the education being considered.

Selection Process:

All applicants must submit clear, concise and complete information regarding your work history and qualifications for the position. All applications will be reviewed and only those applicants determined to be most qualified on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process.

Testing may consist of a combination of any of the following and is subject to change as needs dictate:

Evaluation of Qualifications
Oral Interview

If three or more qualified City employees apply and pass the examination, a promotional list will be established in addition to an open-competitive list. If fewer than three qualified City employees pass the examination, the appointing authority, in accordance with the City's civil service rules and regulations, can decline to use a promotional list, in which case a promotional list will not be established for this position.

Note: Internal staff who submit transfer applications must notify the analyst in charge of the recruitment, via email, upon submission of their transfer application.

Background Investigation:

Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

Inclusion & Diversity Statement

The City of Santa Monica is a progressive, inclusive and culturally rich community. As leaders in public service, we strive to be an employer of choice by attracting and retaining a highly talented workforce where people of diverse races, religions, cultures and lifestyles thrive. Our goal is to create a welcoming and inclusive environment where our staff are empowered to perform at their highest level and where their differences make a positive impact.

The City is an equal opportunity employer and strives to build balanced teams from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status, or any other status protected under federal, state and/or local law. We aim to create a workplace that celebrates and embraces the diversity of our employees. Join us!

Special assistance with the application and examination process is available, upon request, for persons with disabilities. Call (310) 458-8246, TDD (310) 458-8696 (Hearing Impaired Only).

Please note the request for reasonable accommodations must be made to Human Resources at least three work days prior to the examination.

Employer

City of Santa Monica

Address

1685 Main Street, Room 101
P.O. Box 2200
Santa Monica, California, 90401

Phone

310-458-8697

Website

<https://www.santamonica.gov/departments/human-resources>

Community Recreation Systems Coordinator Supplemental Questionnaire

***QUESTION 1**

This position requires graduation from an accredited college or university with a bachelor's degree in Business Administration, Public Administration or a closely related field. Do you meet this requirement? If YES, you must upload a copy of your college level transcripts or diploma to your online application. Applicants who indicate receipt

of college level coursework or degree from a foreign institution must provide United States credential equivalency verification along with a copy of your college diploma/transcripts. All materials must be received in the Human Resources Department no later than close of business on the application closing date. Failure to do so will result in your application being disqualified.

Yes

No

***QUESTION 2**

Please describe your recent, paid work experience which has included performing research, analysis, and software management. If you have no such experience, mark N/A.

***QUESTION 3**

Please describe your experience administering software systems and training others to use those software systems. In your response, be sure to include any experience you may have in the area of recreation (ex. ActiveNet). If you have no such experience, mark N/A.

***QUESTION 4**

This position serves as the primary liaison between the Recreation & Arts Department (RAD), Information Services Department (ISD), and multiple software vendors, while overseeing recreation and operational systems such as ActiveNet, Clariti, and related hardware and software. Please describe your experience managing and supporting complex software systems, including coordinating with internal IT teams and external vendors. In your response, include examples of how you have implemented, maintained, or improved systems (e.g., recreation management software, permitting systems, security systems), addressed technical issues, implemented staff training, and ensured systems met operational needs. If you have no such experience, mark N/A.

* Required Question