



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

Job Announcement

The Town of Discovery Bay is advertising for the following career opportunity:

Recreation Programs Coordinator

Salary Range Control Number: 148 (This Position is Exempt)

Monthly Salary Range: \$4,426 - \$5,532

The Town of Discovery Bay is currently seeking qualified individuals to apply for the position of Recreation Programs Coordinator. The selected individual will be responsible for the implementation of the Town's recently established recreation program.

Functions of the Job:

Basic job functions and operational knowledge for the position are as follows: experience in Parks and Recreation, Leisure Services Programming; basic knowledge and organization and function of public agencies, including the role of an elected Board of Directors and appointed boards and commissions. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures. Basic budgetary policies and procedures. Basic principles and practices of data collection and report preparation. Applicable codes, regulations, policies, technical processes and procedures. Project coordination and implementation procedures. Standard office administrative and secretarial practices and procedures, including the use of standard office equipment. Business letter writing and the standard format for reports and correspondence. Computer applications related to the work, including word processing, database and spreadsheet applications. Records management principles and practices. Business arithmetic and basic statistical techniques. Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone. Techniques for providing a high level of customer service to public and District staff, in person and over the telephone. Safe driving principles and practices. Safe work practices.

Job Requirements:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college-level coursework in business, Leisure Services, parks and recreation, public administration, or a related field and five (5) years of responsible recreation experience, or three (3) years of responsible recreation experience and the possession of Bachelor's Degree in a related field is highly desirable.

The Town of Discovery Bay offers employer paid Medical, Dental, Vision, and a 457(b) Deferred Compensation Plan are also available (no employer contribution). The Town of Discovery Bay does not participate in the California Public Employee Retirement System (CalPERS).

The Town of Discovery Bay is an EQUAL OPPORTUNITY EMPLOYER.

A more detailed job description can be found at www.todb.ca.gov/content/employment.

The Town is accepting applications until 5:00 pm on Friday September 18, 2015. A completed Town of Discovery Bay job application is required. A resume in lieu of an application will be deemed non-responsive. A professional resume is recommended to be submitted as a part of the application process. Completed application packages may be delivered to the address below, or via email to mkaiser@todb.ca.gov.

To learn more about the Town of Discovery Bay, please visit www.todb.ca.gov.

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www.todb.ca.gov