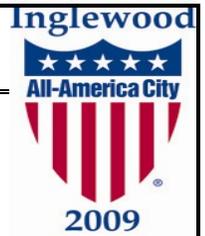




CITY OF INGLEWOOD



Human Resources Department

Announces a Career Opportunity for an:
RECREATION SUPERVISOR
Promotional and Open Competitive

SALARY: \$4,398 - \$6,230/monthly The City is currently participating in a Work Furlough Program through December 31, 2013 with City Hall closed every Friday. The Work Furlough Program reduces employee's workweek from forty (40) to thirty-six (36) hours per week.

THE POSITION OF RECREATION SUPERVISOR under the general supervision of the Recreation Superintendent, manages, supervises and oversees day to day operations of Westside Facilities to include; Rogers, Ashwood and Siminski Parks. Other responsibilities include; supervising the use, scheduling and coordination of facilities and equipment for general public usage; coordinate staffing and maintenance of recreation facilities; train, supervise and evaluate full-time and part-time staff assigned to various facilities and programs; plan, develop and implement a variety of recreation classes and activities; establish program standards; supervise and assist with the preparation of grant proposals; assist in the development, planning and monitoring of fiscal budget and expenditures; complete payroll; prepare and review reports and other correspondence ; prepare parks and recreation commission reports; attend and/or host meetings; perform related duties as required.

TO QUALIFY MUST HAVE an Associate's degree in Recreation, Public Administration, Management, or closely related field, **AND** three (3) years experience in park operations, recreation services, or program coordination; or an equivalent combination of education and experience. Applicants must have strong management skills and the ability to establish and maintain cooperative working relationships, assess and prioritize multiple tasks, work within deadlines to complete projects and assignments. Applicants must possess at the time of application and maintain a valid California Driver's License.

THE SELECTION PROCESS The Selection Process for this position shall consist of 1) an evaluation of the candidate's academic training and professional experience; 2) score attained on City's written exam; and 3) score attained on oral panel qualification interview. Candidates must take both exams and must pass each with a score of **70%** or higher to have their names placed on an active eligibility list for this position. A candidate's opportunity to move to the next selection step will depend on his/her relative combined score of the preceding test(s). Selection will begin with the highest scores and qualifications.

TO APPLY

Interested parties must complete an official City application; resumes are accepted but not in lieu of the official city application. Applications will be accepted by the Human Resources Department until **09/16/2013** Applicants must submit a copy of degree and/or professional certification requirements with application materials to include the supplemental questionnaire.

OPEN: 08/12/2013

REC NO. 2013-08

APPLICATIONS will be accepted on every business day for open positions unless otherwise stated on the job announcement. Resumes will not be accepted in lieu of a City application form, but may be attached to the City's form.

Supplemental Questionnaires are required for some classifications along with proof of degree and certification requirements should the position require such.

Applications are subject to review for legibility and eligibility. Only applicants whose application materials clearly meet the minimum qualifications as demonstrated in their application materials and whose training and experience best meet the needs of the City will be invited to participate in the selection process.

CONVICTIONS for violations of law must be fully disclosed. Failure to report convictions may result in dismissal. Convictions are not an automatic disqualifier; failure to provide accurate penal codes and convictions will be disqualified. The City reserves the right to fingerprint all prospective employees and volunteers prior to beginning any assignment.

Changes of name, address, or telephone number must be communicated to the Human Resources Department immediately to ensure proper delivery of notices and information regarding the selection process or status of application materials.

VETERANS POINTS may be awarded for entry level examinations. To qualify, applicants must submit form #DD214 with application materials.

TYPES OF RECRUITING EXAMS

"OPEN" examination is a competitive examination open to all interested and qualified applicants.

"PROMOTIONAL ONLY" examinations shall be limited to permanent City employees. You must be currently employed by the City in a permanent full time, probationary, and/or permanent part-time status to participate in the selection process.

"OPEN & PROMOTIONAL" examinations are open to interested and qualified applicants. Should a sufficient number of internal qualified applicants apply, the recruitment may be converted to a promotional only process.

Qualified applicants are those who meet the minimum qualifications, and whose training and experience as described in the application packet best meet the needs of the City.

Qualified applicants will receive notification of the date, time, and place of examination(s) by one or more of the following: Email, US mail, or telephone. Disqualified applicants will receive notification of their status by email or US mail.

The exam types will be dependent upon the number of qualified applications received for the current recruitment process.

The selection process may include one or more of the following test parts: (1) Multiple Choice Written Test; (2) Written Exercise; (3) Performance; (4) Assessment Center, or (5) Oral examination. All exams are job-related. **In some instances, evaluation of application materials will be scored and considered as part of the examination process.**

ELIGIBILITY LISTS -An eligibility list will be established consisting of names of those candidates who have passed all portions of the examination process with a score of seventy percent (70%) or higher. Names shall be arranged in ranking order of final scores.

In some cases, Civil Service Rule IV Section (d) New names may be added to an eligible list from time to time up on the obtaining of additional qualified candidates pursuant to the selection process or as a result of a reduction of force.

Appointments will be made from candidates in the first three rankings on the eligibility list who are ready and willing to accept a position. The manager of the hiring department shall interview the top three ranks for fit into their operation. Eligible candidates who are not selected will be returned to the eligibility list for future consideration with other departments within the City

Eligibility lists typically expires one year from the date established, or until fewer than three rankings remaining. All newly hired employees serve a probationary period of one-year, are considered at will employees, and can be released with or without cause during the probationary period.

To check on current recruitments please visit our website at:

[HTTP://WWW.CITYOFINGLEWOOD.ORG](http://www.cityofinglewood.org)

The provisions in this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any and all statements in this job announcement may be changed, modified or revoked at anytime with or without further notice.

EMPLOYMENT

Benefits include 108 hours annually of sick leave, vacation, 14-holidays, PERS Membership in lieu of social security, dental, medical, life insurance coverage, plus optional employee-paid programs. A probationary period of one year must be completed before permanent status is achieved.

Every individual who is employed by the City must complete and sign the U.S. Government form I-9, and provide documentation required by law showing that s/he is eligible to work in the United States. A list of acceptable documentation is available in the Human Resources Office.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. In addition, submission of proof of any necessary licenses/certificates.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

The City is currently closed every Friday as a result of furloughs through December 2013. During the furlough program, employees are paid for seventy-two (72) hours per pay period versus eighty (80) hours in a two week pay period scale.

