

Core Values

The City of Folsom will provide a safe, healthy, and vibrant community through innovative, responsive and effective delivery of services to maintain and enhance the quality of life of our residents.

Trust and Respect: We are free to express opinions; we listen to understand, and we encourage responsible decision-making at all levels.

Workplace of Choice: We have a sense of purpose, take pride in accomplishments, demonstrate compassion for each other, and celebrate our successes.

Teamwork: Collaboration, communication, and cooperation are essential to our success. We consider all stakeholders to be an integral part of serving the public.

Innovation: We foster innovation as a means to achieve quality and cost effectiveness. We value employees who demonstrate initiative and creativity.

Integrity: We act with integrity, doing what is legally and ethically correct. We recommend the right course of action, even if it is unpopular.

Professionalism: We are committed to excellence. We are responsive and accountable.

The Folsom Community

The City of Folsom (population 72,203) is a "full service" city. City operated services include the departments of City Attorney, City Clerk, City Manager, Community Development, Economic Development, Environmental & Water Resources, Fire, Human Resources, Library Services, Management & Budget, Parks and Recreation, Police and Public Works. Folsom was founded in 1856 and incorporated in 1946. The City lies 22 miles northeast of downtown Sacramento along the Highway 50 corridor. Folsom straddles the historic and wooded banks of the American River. Folsom Lake and Lake Natoma are at the City's borders offering an abundance of recreational activities.

Application/Selection Process

All applicants must complete in full an official City of Folsom employment application. All applications must be completed in their entirety. Per section 1.06.010 of the Personnel Rules and Regulations, only regular full-time employees who have successfully passed their probationary period are eligible to apply. The applicant has the responsibility to explain his/her qualifications fully and clearly. An incomplete application may be cause for disqualification. Each application will be screened based on the qualifications. Applications which best meet the City's needs will be invited to participate in the selection process. The City may screen for those applicants who are most qualified and who possess the desirable special qualifications. A written exam and oral interview may be required. All applications must be submitted to the following address:

City of Folsom Human Resources
50 Natoma Street
Folsom, CA 95630
(916) 355-7202

Visit us on the web at www.folsom.ca.us.

Final Filing Date:

Wednesday, October 16, 2013, 5:00 p.m.
NO POSTMARKS ACCEPTED.
**RESUMES OR FAXES NOT ACCEPTED IN LIEU
OF CITY APPLICATION.**

If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Department upon submittal of the application.

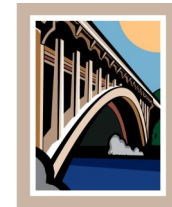
NOTE: The information contained in this announcement does not constitute an expressed or implied contract. These benefits are subject to change pursuant to the meet and confer process.

Promotional Opportunity

**The City of Folsom is
recruiting for:**

***Senior Recreation
Coordinator
(Community & Cultural
Services)***

*\$ 57,359—\$76,867 annually,
plus benefits*



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

FINAL FILING DATE:

***Wednesday,
October 16, 2013
5:00 P.M.***

*The City of Folsom is an
equal opportunity employer.*

The Position

Supervision Received and Exercised: Under direction, plan, organize, direct, coordinate, supervise, and evaluate various program functions and special events of the Recreation Division. Incumbents may oversee, monitor, and/or direct the work of lower level personnel. Some positions may perform direct supervision, but not for a preponderance of the time.

Distinguishing Characteristics: The Senior Recreation Coordinator is the lead or specialist level class in the series, although some positions may provide direct supervision for a small proportion of the time. The Senior Recreation Coordinator is distinguished from the Recreation Coordinator II classification in that the former has greater responsibility, autonomy, and discretion in planning and completing a wide variety of recreation programs and related tasks. Incumbents in the Senior Recreation Coordinator class have day-to-day oversight and responsibility for a major and/or multiple programs and assigned work and may supervise the work of regular staff in lower level classifications.

Duties: Conduct research and analyze information pertinent to the development of programs and services. Perform work in planning, development and management of large program areas such as preschool, camps and leisure educational classes. Hire, supervise, train, and evaluate multiple part-time staff and volunteers. Coordinate and manage large and small scale special events. Facilitate the work and collaboration of event planning teams. Recommend operational policies and procedures. Promote and enhance existing programs. Prepare written reports. Oversee, monitor and direct the work of lower level personnel. Perform related duties as assigned.

Qualifications

Knowledge of: Philosophy and objectives of the recreation profession and the purpose, use, and benefits of various elements of the program. Principles and techniques of planning, organizing, evaluating,

and promoting of recreational activities for children, youth, and adults. Budget preparation and control. Facility management. Effective record keeping and report writing. Basic computer skills. Safe practices in recreation programs and activities.

Ability to: Select, train, supervise, evaluate, and discipline subordinate staff. Research, plan, organize, implement, and supervise recreation programs and special events. Evaluate the progress and effectiveness of a recreation program. Use computer system and software. Formulate and administer program budgets. Prepare written reports. Effectively communicate verbally and in writing. Establish and maintain effective working relationships with those contacted in course of work. Coordinate programs and schedules with community groups. Oversee, monitor, and direct the work of lower level personnel.

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: A bachelor's degree in recreation, leisure management, or a closely related field from an accredited college or university.

Experience: One (1) year of full-time experience as a Recreation Coordinator II with the City of Folsom, **OR** three (3) years of full-time increasingly responsible experience in recreation program leadership including one (1) year of leadwork experience.

Other Requirements:

Must be willing to work evenings, weekends, and holidays.

License, Certificate, Registration Requirements:

Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis. American Red Cross certification required.

Salary and Benefit

Subject to Collective Bargaining

Annual Salary: \$57,359-\$76,867

Merit Steps: \$4779-5019-5270-5534-5810-6100-6405 monthly

Health Benefits: A variety of plans are offered with the City paying a generous portion of the premium. Dental, vision and life insurance plans are available with the City paying 100% of the monthly premium.

Annual Leave: 0-5 years = 16 hrs./mo.
5-10 years = 18.68 hrs./mo.
10-15 years = 21.34 hrs./mo.
15+ years = 24 hrs./mo.

Holidays: The City observes 13 per year.

Retirement: For employees participating in a Promotional opportunity their current PERS formula will remain the same. The City currently offers the PERS 2% @ 55 pension plan for "classic" members and 2% @ 62 for "new" members. The employee pays an 8% contribution. Anyone hired on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan benefits/restrictions associated with the Public Employees' Pension Reform Act of 2013. **The City also participates in Social Security.**

Educational Incentive: Up to 5%

Physical Requirements:

Work is performed both in a typical office setting and outdoor environment. Work may take place at off-site indoor and outdoor locations throughout the City. (1) Mobility: frequent use of keyboard; frequent sitting, standing, and walking; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent computer use; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.