

JOB ANNOUNCEMENT
(11-04-2024)

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Crockett Community Services District

Recreation Department Manager

Salary range: \$27.33 - \$72.51 per hour

The Crockett Community Services District is accepting applications for the position of Recreation Department Manager. This is a full-time position of 32 hours or more, exempt, and will require on-call and after hours assistance as needed.

Crockett CSD provides recreation services for the towns of Crockett and Port Costa. Candidate must live within 30 minutes non-commute of Crockett and Port Costa. The probationary wage is \$27.33 per hour and is typically a 6 month probation.

The RDM reports to the General Manager of the District, and is responsible for managing the Recreation Department staff. The RDM will be responsible for assisting in the management of Crockett and Port Costa Recreation Facilities and Programs, such as the Crockett Community Center, Pool, and Parks. Typical duties include management of employees, administrative duties such as development and participation with budget process and reporting on Recreation services and statistics, monitor District property for preventative maintenance, ensure the cleanliness of Recreation assets, monitor and order pool chemicals, maintain and update facility information for California Environmental Reporting System annual report to CCCHSD, oversight of the pool and seasonal employees, project management, manage professional services and contractors, provide exceptional public service, and other duties as assigned.

SELECTION PROCESS

1. **Application Filing:** A completed job application form must accompany the applicant's resume. This position will remain open until filled.
2. **Resumes:** Resumes must be submitted with the completed official application form. Resumes should address the desired qualifications stated for this position, including training and experience, knowledge and ability. Applications received without resumes will be disqualified.
3. **Interviews:** The examination may consist of written exam, computer test and oral interviews.

INFORMATION AND APPLICATION FORMS

are available on the district website: www.town.crockett.ca.us

Crockett Community Services District
P.O. Box 578
850 Pomona Street
Crockett, CA 94525
Tel: (510) 787-2992 or (510) 787-2414
Email: manager@town.crockett.ca.us

QUALIFICATIONS

The ideal candidate for Recreation Department Manager of Crockett CSD will be a highly organized person with residence in Crockett or within 30 minutes driving time.

He or she will:

- Have a minimum High School Diploma or Equivalent and be proficient in written and spoken English.
- Have work experience relevant to the job description.
- Demonstrate computer proficiency in QuickBooks, Word, Excel and Access.
- Meet a high standard in being completely truthful, trustworthy, and fair to all.
- Be good at public speaking and in public interactions.
- Be very good at time management.
- Be self-motivated.

AN EQUAL OPPORTUNITY EMPLOYER

NO FILING DEADLINE: POSITION OPEN UNTIL FILLED

RETIREMENT, HEALTH, AND OTHER FRINGE BENEFITS

The District shall provide full-time employees with vacation leave, sick leave, and other benefits as stated herein. Part-time employees may qualify for certain benefits, as negotiated.

Vacation Leave: Accrued at 6-2/3 hours per month and accumulating from year-to-year up to cap, including all vacation leave previously accumulated.

Sick Leave: Accrued at 3-1/3 hours per month and accumulating from year-to-year up to cap, including all sick leave previously accumulated.

Paid Holidays: 9 fixed holidays plus 5 floating holidays.

State Disability Insurance: None provided.

Vehicle Allowance: At federal reimbursement rate.

Retirement Program: CalPERS 2% @ 60 formula for PEPRA.
CalPERS 2% @ 62 formula for Classic.

Health Plan: Up to 100% of PERS Kaiser Medical Plan.

Vision and Dental Plans: None provided.

Long-Term Disability Insurance: None provided.

Life Insurance: None provided.

Federal Unemployment (FUTA): None provided.

RECREATION DEPARTMENT MANAGER

Under the direction of the General Manager, the Recreation Dept. Manager is responsible for the efficient and effective management, administration, and operation of that Department as set forth in the District Code, Title 4. District hereby confers upon and delegates to the Recreation Department Manger the overall responsibility for management and administration of the Department to perform such other legally permissible and proper duties and functions as the General Manager from time to time may assign.

Duties and Responsibilities

Include, but are not limited to:

1. Manage the day-to-day business matters of the Recreation Department.
2. Supervise and direct the staff of the Recreation Department including but not limited to the Recreation Facilities Manager, Aquatics Facility Manager, Event Supervisor, Assistant Event Supervisor, and Maintenance Attendant.
3. Exercise discretion and independent judgment with respect to matters of significance.
4. With the General Manager's guidance, plan and implement the Recreation Department's objectives, programs, policies, and procedures. When appropriate, review and evaluation of these programs may be required.
5. Obtain professional services and contractors as needed.
6. Provide back up for the Aquatics Manager when needed.
7. Perform the duties of the Maintenance Department Manager, if position is vacant, as it relates to the coordinated care and maintenance of District owned properties.
8. Ensure that all necessary actions are taken on time, in full compliance with legal requirements.
9. Present ideas effectively, both orally and in writing.
10. Establish and maintain cooperative relationships with staff, vendors, service providers, and other agencies.
11. Maintain certification as required to fulfill duties including but not limited to Operator of Aquatic Facilities and CPR/First Aid.