



## City of Commerce

### **EXHIBIT A**

#### **LEAD FLEET MECHANIC**

Department: **Transportation**  
Revised Date: **December 2017**

Class Code:  
FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under general supervision, performs journey level maintenance repairs to City's transit vehicles in accordance with all safety regulations and procedures. Provides lead supervision and training for Fleet Mechanics, and provides oversight of the Central Garage.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Acts as a lead worker, including assisting with overseeing the maintenance and repair of City transit vehicles, in accordance with all safety regulations and procedures; reviews status of vehicles, performs safety inspections, and may recommend equipment replacement and major repair options.
- Prioritizes assignments and reviews the work of Fleet Mechanics for work quality and timely completion of assigned duties and responsibilities; trains, coaches and instructs employees as required.
- Provides oversight of the operations of the Central Garage; maintains shop staff production hours; may assist with schedules, CHP Inspections of Transit fleet and shop work flow; reports operational problems to supervisors in a timely manner, and completes reports including CARB, EPA, CHP, CUPA, BAR and Hazmat.
- Performs work of Fleet Mechanic; ensures that staff complies with safety and service standards; notifies supervisor of repair problems beyond the scope of authority.
- Assists with oversight of the shop facility, ensures that safety rules and regulations are adhered to; ensures that the work zone and all equipment are in safe operating condition.
- May Order parts as needed; coordinates with Parts Clerk, service vendors and other supply sources for adequate stock inventory.
- Observes work site to enforce safety rules and regulations; ensures that the work zone and all equipment are in safe operating condition; ensures that lubricants and chemicals are disposed of in accordance with all safety regulations and procedures.
- Transports equipment from the field to the repair shop facility; performs emergency repairs in the field as required; identifies and reports vehicle problems requiring additional maintenance and repair.
- Reports unsafe acts, accidents and injuries; responds to emergencies as needed.
- At times may schedule and communicate equipment repair completion status with City department liaisons; schedules sublet work.
- Perform other related duties as required.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

College level course work in Business Administration, Transportation Planning, or a related field is desired; AND four (4) year's work experience in the maintenance and repair of vehicles.

**Required Licenses or Certifications:**

- Must possess a valid California Commercial Driver's License; specific endorsements may be required; certifications from National Institute for Automotive Service Excellence (ASE) preferred.

**Required Knowledge of:**

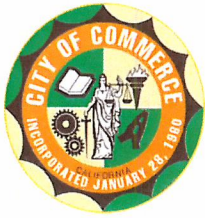
- City policies and procedures.
- Principles and methods of preventive maintenance program.
- Methods, tools and equipment used in the repair of vehicles.
- City safety rules and regulations, occupational hazards and safety precautions.
- Safety practices for a workshop environment.
- Procedures for the proper handling and disposal of fluids and chemicals.
- Maintenance and repair procedures for diesel, CNG, Hybrid, and gasoline vehicles.

**Required Skill in:**

- Coordinating vehicle maintenance and repair operations.
- Effectively organizing, training and overseeing the work of staff.
- Assessing and prioritizing multiple tasks, projects and demands.
- Safe, effective repair and maintenance of vehicles according to City standards.
- Inspecting, diagnosing and repairing mechanical, brake, fuel and electrical problems in a wide variety of vehicles.
- Performing computerized diagnostic tests on vehicle components and equipment.
- Reading and interpreting technical manuals, diagrams and specifications.
- Maintaining vehicles and equipment according to standard operating and safety procedures.
- Safe use of power and hand tools, and chemicals, lubricants and cleaning compounds.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

**Physical Demands / Work Environment:**

- Work is performed in repair and maintenance facilities; moderate physical demands; strength sufficient to lift and move items weighing up to fifty (50) pounds; may be exposed to safety hazards and dangerous tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires.
- This is a safety sensitive position subject to drug and alcohol testing according to City policy and FTA regulations.
- Incumbents may be required to work overtime, and evening, weekend, and holiday shifts.



## City of Commerce

### **EXHIBIT B**

#### **HUMAN RESOURCES ANALYST I**

Department:	<b>Human Resources</b>	Class Code:	<b>1212</b>
Revised Date:	<b>December 2017</b>	FLSA Status:	<b>Exempt</b>

**GENERAL PURPOSE:** Under general supervision, provides a wide variety of journey level professional, administrative, analytical, and coordination duties in support of human resources functions and programs including recruitment & selection, evaluation, classification, compensation, job evaluation, benefits, employee relations, and workers' compensation; to oversee and coordinate assigned administrative processes, procedures, and programs; and to provide highly responsible and complex staff assistance to the Human Resources Director.

#### **DISTINGUISHING CHARACTERISTICS**

**HUMAN RESOURCES ANALYST I:** This class is distinguished from the Human Resources Analyst II by the performance of the more routine tasks and duties assigned. Although this class is an entry level class, employees must have Human Resources experience. Advancement to the "II" level is based on demonstrated proficiency in performing in the full range of duties.

**HUMAN RESOURCES ANALYST II:** This is the full journey level class within the Human Resources Analyst series. This class is distinguished from the Human Resources Analyst I by the performance of the full range of duties as assigned. Positions in this class are flexibly staffed and are normally filled by advancement from the "I" level. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provide professional journey level staff assistance and coordination in support of human resources functions and programs including recruitment & selection, evaluation, classification, job evaluation, benefits, and compensation.
- Participate in the preparation and administration of assigned budgets.
- Research, collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.
- Plan and conduct comprehensive salary and benefit surveys; perform job evaluation, classification, and class specification development.
- Coordinate recruitment process including outreach activities; screen employment applications; ensure applicants meet or exceed minimum qualifications; rank candidates accordingly.
- Develop, coordinate, and administer written, performance, and/or oral employment examinations; ensure that exams and interviews are conducted in accordance with Federal and State laws and City policies and procedures.
- Select and orient evaluators regarding examination procedures and rating criteria; establish and certify eligibility lists.
- Provide assistance to the Human Resources Director during arbitration and contract negotiations; research and collect relevant data pertaining to local and/or regional collective bargaining agreements.



## **JOB DESCRIPTION**

### **Human Resources Analyst I FINAL**

- Assist in various risk management duties including safety and workers' compensation programs.
- Supervise, train, and evaluate work of assigned staff members; schedule and delegate work assignments.
- Serve as a liaison with employees, public and private organizations, and other organizations; provide information and assistance regarding human resources programs and services; receive and respond to complaints and questions relating to human resources; review problems and recommend corrective actions.
- Attend meetings as a representative for the Human Resources Division; prepare, administer, and monitor programs.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree from an accredited college or university in Human Resources, Business Administration, or a related field. Three years of advanced human resources experience involving professional level duties in areas such as: recruitment, selection, testing, classification, compensation, benefits, safety and workers' compensation, and job evaluation.

#### **Required Licenses or Certifications:**

- Must possess a valid Class C California Driver's License. IPMA-CIP desirable.

#### **Required Knowledge of:**

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, rules, codes and regulations governing HR functions.
- Principles and practices of public sector personnel administration, personnel files and confidential records management, and effective customer service practices.
- Principles and practices of effective employee recruitment.
- Principles, practices and methods of compensation and wage structure research and analysis.
- Employee relations principles and practices.
- Principles of recruiting, training and organizational development

#### **Required Skill in:**

- Recruiting applicants in accordance with established employment practices and methods.
- Assessing, analyzing, and identifying problems, and recommending effective solutions.
- Analyzing and interpreting HR procedures, policies, and methods.
- Conducting research, analyzing results and writing reports on HR programs and procedures.
- Preparing, maintaining, and reviewing human resource records, reports, and documentation.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.
- Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.





## City of Commerce

### HUMAN RESOURCES ANALYST II

Department: **HUMAN RESOURCES**  
Revised Date: **DECEMBER 2017**

Class Code: **1210**  
FLSA Status: **Exempt**

**GENERAL PURPOSE:** Under general supervision, performs professional, technical and analytical Human Resources (HR) duties in recruitment & selection, classification & compensation, policy & procedures interpretation, and special projects.

#### **DISTINGUISHING CHARACTERISTICS:**

HUMAN RESOURCES ANALYST I: This class is distinguished from the Human Resources Analyst II by the performance of the more routine tasks and duties assigned. Although this class is an entry level class, employee must have Human Resources experience. Advancement to the "II" level is based on demonstrated proficiency in performing in the full range of duties.

HUMAN RESOURCES ANALYST II: This is the full journey level class within the Human Resources Analyst series. This class is distinguished from the Human Resources Analyst I by the performance of the full range of duties as assigned. Positions in this class are flexibly staffed and are normally filled by advancement from the "I" level. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Schedules, promotes and coordinates the City's training & development program; oversees training programs related to HR policies and procedures and organizational development issues; maintains training records, evaluates the training program and makes recommendations for changes; assures that training programs are results-oriented and return value to the organization.
- Oversees the recruitment and selection process; monitors hiring process to assure adherence to HR policies; coordinates interview process, including coordination with hiring managers, testing and selection process.
- Conducts organizational studies; researches personnel issues and regulations; conducts surveys of comparable organizations and analyzes results; collects financial, technical and administrative information and compiles data for project reports.
- Provides advice and consultation to internal and external customers on the interpretation and correct application of policies & procedures; exercises the highest degree of confidentiality and professionalism.
- Assures compliance with Consolidated Omnibus Budget Reconciliation Act (COBRA) program regulations and oversees notifications for employee health insurance coverage.

## **JOB DESCRIPTION**

### **HUMAN RESOURCES ANALYST II**

- Monitors the City's compliance with all regulations and standards governing HR operations, programs, and activities.
- Assists in supervising HR staff, resolves schedule, workload and technical issues as needed; assists with department budget development and administration.
- Maintains the absolute confidentiality of work-related issues, personnel records and City information; assures compliance with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A}.
- Acts in the place of the Director during Director's absence or as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Human Resources, Business Administration, or related field; AND four year's professional Human Resources program experience.

#### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License.

#### **Required Knowledge of:**

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, rules, codes and regulations governing HR functions.
- Principles and practices of public sector personnel administration, personnel files and confidential records management, and effective customer service practices.
- Methods and techniques for training program delivery and development.
- Principles, practices and methods of compensation and wage structure research and analysis.
- Employee relations principles and practices.
- Principles of recruiting, training and organizational development.

#### **Required Skill in:**

- Recruiting applicants in accordance with established employment practices and methods.
- Assessing, analyzing, and identifying problems, and recommending effective solutions.
- Analyzing and interpreting HR procedures, policies, and methods.
- Conducting research, analyzing results and writing reports on HR programs and procedures.
- Assessing and prioritizing multiple tasks, projects and demands.
- Preparing, maintaining, and reviewing human resource records, reports, and documentation.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.



## City of Commerce

### EXHIBIT C

#### ACCOUNTANT I

Department: **Finance**  
Revised Date: **September 2010**

Class Code: **2104**  
FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under general supervision, performs a wide range of clerical and technical accounting duties; processes accounts payable, accounts receivable and general accounting work for the City of Commerce Finance Department.

#### **DISTINGUISHING CHARACTERISTICS:**

Accountant I; Accountant I is the beginning level class for professional accounting work. Incumbents work under close supervision while being trained and gradually work more independently as knowledge and skills increase.

Accountant II; Accountant II is the journey level and is expected to perform the more difficult professional accounting work requiring a knowledge of governmental accounting systems and procedures and the ability to exercise independent judgment within established systems and procedures.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

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- Processes and posts documents and computer accounting entries; performs technical accounting activities, including maintenance of general ledger, revenue tracking, bank statement reconciliation, and special fund accounting, capital assets, and financial reporting.
- Assists with reconciling transactions and financial activities according to City policies; records changes; reviews financial and accounting records and corrects errors as required.
- Processes technical and accounting documents and related transactions in compliance with Federal, state, and City policies and practices; assists with interpreting requests and prepares journal entries.
- Updates and maintains the accounting computer systems including financial spreadsheets as needed; reviews, investigates, and corrects errors; maintains and organizes paper files and records.
- Collects financial information and compiles data for reports; prepares and distributes monthly and special reports.
- Assists Accountant II with developing and preparing internal and external financial reports, financial statements, and Comprehensive Annual Financial Report (CAFR); coordinates work with auditors as required.
- As assigned, assist in preparation of special project budgets, special fund accounts, including grant programs and capital asset accounts; updates and maintains statistical information, financial reports and related documents.
- Assists City staff and explains accounting rules, policies, and procedures; researches financial issues.
- Maintains the absolute confidentiality of all records and information.



## **JOB DESCRIPTION ACCOUNTANT I**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Accounting, Finance, Business Administration, or related field; and two years of responsible accounting experience including the maintenance of financial and accounting records. Municipal experience is highly desired.

#### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License.

#### **Required Knowledge of:**

- City organization, operations, policies and procedures.
- Accounting principle and practices.
- Applicable state and federal statutes, rules, codes and regulations.
- Modern office practices and standard office and accounting equipment.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Entering numerical and technical information into a computer system with speed and accuracy.
- Maintaining accurate and interrelated financial and technical records, and identifying and reconciling errors.
- Meeting critical time deadlines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers.
- Effective verbal and written communication.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.



## City of Commerce

### EXHIBIT D

#### CAMP PROGRAM MANAGER

Department: **Parks & Recreation**  
Revised Date: **August 2012**

Class Code: **5505**  
FLSA Status: **Exempt**

**GENERAL PURPOSE:** Under general supervision, plans, organizes and supervises the staff and operations of Camp Commerce; assures activities are in compliance with all laws, policies, regulations and safety standards.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, coordinates and supervises the operations and maintenance of Camp Commerce recreation centers and facilities; evaluates Camp issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing facilities and programs; promotes a positive recreation environment and good personal behavior; assures consistent enforcement of rules and policies.
- Coordinates and supervises the daily activities of staff; coordinates and assigns staff, vehicles and equipment; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; establishes and enforces work methods, procedures and standards; assures that recreation activities are in compliance with all laws, regulations, policies and safety standards.
- Supervises staff through appropriate work delegation; meets regularly with staff to discuss and resolve special projects and workload issues; provides assistance and training in technical issues and responsibilities; works with employees to correct performance deficiencies.
- Supervises Camp Commerce operations and resource allocations; prioritizes projects and inspects facilities and events to assure quality recreation programs and effective use of resources; oversees the maintenance of facilities and grounds.
- Supervises special projects; identifies problem areas and implements solutions; orders and stages materials, supplies and equipment for special projects and assures projects meet goals and standards.
- Supervises a variety of administrative activities including records management, employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that adequate materials, supplies, and tools are available.
- Supervises Camp Commerce guests, and enforces rules and safety standards; resolves complaints, requests, safety conditions, and security issues.

## **JOB DESCRIPTION**

### **CAMP PROGRAM MANAGER**

- Monitors recreation programs and sites to assure that safety rules and regulations are adhered to, and that the facilities and all equipment are in safe operating condition.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in Recreation, Business or Public Administration, or related field; AND six year's progressively responsible experience in recreation programs, including supervisory experience. Related experience with related organized camps is highly desirable.

##### **Required Licenses or Certifications:**

- Must possess a valid California Commercial Driver's License with passenger endorsement within 90 days of appointment, and First Aid, AED and CPR certifications. Required to pass a background investigation.

##### **Required Knowledge of:**

- City policies and procedures.
- Rules and regulations governing the conduct and safety of persons using municipal recreational facilities.
- Federal, state and City safety rules and regulations.
- Local and regional geographical area, road systems, and the locations of landmarks and recreation sites.
- Safe driving techniques in all road conditions.
- First Aid and CPR.
- Occupational hazards and safety precautions.

##### **Required Skill in:**

- Using initiative and independent judgment within established procedural guidelines.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Safe and efficient operation and maintenance of recreation and maintenance equipment according to standard operating and safety procedures.
- Promoting and enforcing safe work practices.
- Reacting quickly to situations that could create safety and security problems.
- Providing effective customer service, and dealing tactfully and courteously with the guests.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

##### **Physical Demands / Work Environment:**

- Work is performed in a youth and family camp at a remote location of forested, high altitude, mountain terrain with seasonal exposure to wind, rain, snow and ice; incumbents may be required to work indoors or outdoors; incumbent may be required to work overtime, and evening, weekend, and holiday shifts.





## City of Commerce

### **EXHIBIT E**

#### **LIBRARY SECTION SUPERVISOR**

Department: **Library Services**  
Revised Date: **December 2017**

Class Code: **1525**  
FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under general supervision, supervises the activities and staff of the City Library Circulation Desk; schedules, trains, and evaluates the performance of assigned staff.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises the daily activities of library circulation staff and volunteers; plans, prioritizes and assigns tasks and projects; trains and coaches staff; monitors work, develops staff skills, and evaluates performance; assures that the quality of services provided to patrons meets City Library standards.
- Monitors operations, workflow, building security and maintenance, and assigns tasks as needed to maintain customer service and safety standards; assures that circulation staff activities are in compliance with all City regulations, policies and safety standards.
- Provides customer service to library patrons; responds to inquiries and requests for information; explains City programs, procedures and services to citizens and clients; resolves customer service issues; interprets and explains library policies, procedures, rules and regulations to staff and patrons.
- Prepares and reviews statistical and analytical reports of library activities, operations and procedures; gathers and compiles data for reports; assists with review and processing of administrative documents and reports.
- Performs special research and program development projects as assigned.
- Coordinates outreach and promotional programs with volunteer organizations and community groups.
- Oversees library security and assures patrons comply with policies and procedures.
- Maintains the absolute confidentiality of all records and information.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in Social Science, Liberal Arts or a related field; AND three year's public library experience.

##### **Required Licenses or Certifications:**

- Must possess a valid Class C California Driver's License.

##### **Required Knowledge of:**

- City policies and procedures.
- Principles of public library administration.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.

## **JOB DESCRIPTION**

### **LIBRARY SECTION SUPERVISOR**

- Techniques and protocols for researching online technical databases.
- Business computers, and specialized software applications for management of library systems.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Supervising and coordinating the work of customer service personnel.
- Interpreting and applying Library standards and City policies and procedures.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers and community groups.
- Effective verbal and written communication.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.



## City of Commerce

### **EXHIBIT F**

#### **TEEN CENTER SUPERVISOR**

Department: **Parks & Recreation**  
Revised Date: **December 2017**

Class Code: **5611**  
FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under general supervision, supervises staff, plans and coordinates the activities at a City Teen Center and associated recreation programs; oversees program activities, and assures the safety of the facility and program participants.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans and oversees the day-to-day operations of the City Teen Center; organizes, schedules, develops and implements community-wide recreation activities, sports programs, athletic contests, sporting events, games, classes, and special programs and events,
- Assures Teen Center activities meet community needs, and are in compliance with all laws, policies, regulations, goals and safety standards; duties may vary according to job assignment.
- Plans and develops recreation programs, special events, teen activities and sports & wellness programs; organizes, promotes and evaluates diversified special events, alternative activities, and special programs suited to the needs of participants and potential participants.
- Evaluates programs and events for effectiveness and participation levels, assists in the development of new programs, and recommends program changes; tracks services provided, monitors results, and generates operational reports as needed.
- Develops and recommends marketing strategies and promotional materials for target audiences.
- Supervises the staff of a City Recreation Center; meets regularly with staff to resolve workload and technical issues; prepares work schedules and adjust schedules to meet work load demands; plans, prioritizes and assigns tasks; trains, coaches and instructs as needed.
- Monitors work load, reviews recreation activities, and evaluates and adjusts staffing assignments; assures that staff maintains safe, playable, and aesthetically pleasing recreation facilities, and adhere to policies and procedures for efficient and safe operations.
- Supervises program participants, and enforces rules, regulations and safety precautions at indoor and outdoor recreation facilities; maintains discipline, monitors behavior and resolves issues; monitors program activities, and assists participants in recreation activities and special programs; reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Maintains accounting and administrative records, manages expenditures, tracks revenue, and monitors budgets; prepares operational and statistical reports on recreation programs and special events.
- Coordinates Teen Center programs and activities with other City departments, community groups, service providers, and local community service agencies.
- Inspects facilities and grounds, and identifies conditions needing repair or maintenance.



## **JOB DESCRIPTION**

### **Teen Center Supervisor**

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in Recreation, Social Sciences, Business or Public Administration, or related field; AND four year's experience in organizing and developing teen related programs; AND 4 years overseeing staff in a supervisory capacity.

##### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License, and First Aid and CPR certifications. May be required to pass a background investigation; may be required to obtain specific training and technical certifications.

##### **Required Knowledge of:**

- City policies and procedures.
- City policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Purpose, use and benefits of municipal recreational activities.
- Customer service standards and protocols.
- Community resources and community services programs.
- Record keeping and bookkeeping principles and procedures.
- Occupational hazards and safety precautions

##### **Required Skill in:**

- Supervising and controlling recreation activities and participants.
- Coordinating work activities and training recreation staff and volunteers.
- Promoting and enforcing safe work practices
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

##### **Physical Demands / Work Environment:**

- Work is performed indoors and outdoors at City recreation facilities and venues; required to perform moderate physical work, and lift and carry up to 50 pounds.