THE DEPARTMENT

With a vision to inspire a vibrant community, the Library and Recreation Department is structured around the shared values of integrity, collaboration, customer service, inclusiveness and innovation. The department oversees library services; senior services; the City’s performing, literary, visual, cultural and public art activities; environmental education; facility rentals; a variety of indoor and outdoor camps, classes, events, sports and aquatics for all ages; as well as cemetery and paratransit services.

THE COMMUNITY

One of Northern California’s premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well cared for homes in family oriented neighborhoods.

TO BE CONSIDERED

If you are interested in this outstanding career opportunity, please consider submitting your application and supplemental questionnaire through our online application process at www.cityofpleasantonca.gov. Applications are also available at the Human Resources Department, City of Pleasanton, 123 Main Street, Pleasanton, CA 94566. Incomplete applications will not be accepted. Deadline for application submission is 5:00 p.m. on Friday, May 7, 2021. Postmarks will not be accepted.

SELECTION PROCESS

Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. The qualifications of each applicant, as set forth in the employment application, will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include practical and written exercises intended to assess the candidate’s ability to perform certain duties of the position.

COMPENSATION AND BENEFITS

- $37.23 - $45.28 per hour
- Choice of One of Four Comprehensive Health Plans
- Dental Plan Coverage
- Life Insurance and AD&D Coverage of $35,000
- 11 Paid Holidays
- Floating Holidays
- Paid Sick Leave
- Short Term/Long Term Disability Plan
- Annual Vacation Beginning with 10 Days
- CalPERS Retirement Plan

All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, natural origin, or age. Reasonable accommodations will be made for disabled applicants. Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications or any special needs requirements, please contact Human Resources at (925) 931-5048.
The Position

The Library and Recreation Coordinator has primary responsibility for designing, developing, implementing and evaluating library and recreation programs, including staff, equipment, supplies and facilities and is the journey level professional classification. Receives general supervision from a Supervisor or Manager. Exercises direct supervisory responsibility for part-time and seasonal staff within assigned programs. The current opening is in the Library Division. The Library functions as both the information hub and community center for the City.

Typical Duties

• Develops and implements assigned library and recreation programs including securing facilities, supplies and equipment; selecting, training and evaluating staff; scheduling and promoting activities; and evaluating results.
• Ensures program staff, equipment and supplies are available and ready prior to the start of program activity.
• Trains, supervises and evaluates program staff including part-time, temporary and volunteer staff.
• Ensures activities run smoothly and according to program objectives and guidelines, and general departmental philosophy. Makes recommendations for improvement in programming where needed.
• Maintains a variety of program records including attendance, accounting, accident/incident reports and citizen concerns.
• Receives accounts for program user fees, if applicable.
• Enforces City and department rules and regulations.
• Performs routine facility/equipment maintenance tasks.
• Renders basic First Aid/CPR as necessary.
• Receives, researches, responds and forwards citizen complaints.
• Work evenings, weekends, extended hours and during community events.

THE IDEAL CANDIDATE

Will have the skills and abilities to:
• Organize people, supplies, equipment and facilities.
• Plan, schedule and evaluate activities.
• Administer basic First Aid/CPR.
• Develop, coordinate, and implement suitable library, recreation and community programs. Analyze, interpret and explain department policies and procedures.
• Supervise, train, and evaluate subordinates.
• Establish and maintain effective working relationships with public groups, agencies, the media, and others contacted in the course of work. Evaluate and resolve problems and conflicts. Exercise good judgment, tact, and courtesy.

Will have the knowledge of:
• Library, recreational, cultural, human services, and social needs of the community.
• Modern theories, techniques, and methods for planning, implementing, and maintaining a variety of library, recreation, leisure, and human services activities and programs through community participation.
• Principles and practices of program administration including budgeting, purchasing, and personnel management. Principles and techniques used in library and recreation programming, supervision and performance management.

Education and Experience:

Any combination of education and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. A typical way to accomplish this includes:

Bachelor’s degree in recreation, public administration, event planning, education or a related field from an accredited school and one to two years progressively responsible experience in community or library programming.

License:

• A valid California Driver’s License is required.
• Certification in CPR and First Aid are required within six months of employment.