

CITY GOVERNMENT

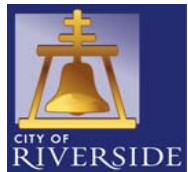
The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of \$790.3 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

APPLICATION AND SELECTION PROCESS



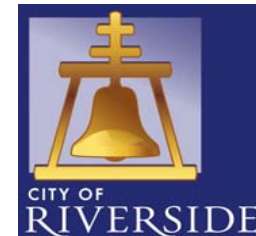
An Equal Opportunity Employer

Human Resources Department
3780 Market St., Riverside, CA 92501
(951) 826-5627—Fax (951) 826-2552
www.riversideca.gov

Applications will be accepted until 5:00 pm on Friday, February 22, 2007. To be considered, please submit an online application. Applications are available online at: www.riversideca.gov/human.

Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in an oral interview and writing exercise. Candidates meeting the minimum qualifications will be placed on an eligibility list.

Our core values are integrity and credibility; commitment to service and action; accountability, inclusiveness and diversity; loyalty, personal growth, innovation and teamwork.



Be a part of this exciting, creative and cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, technologically-oriented, and community-focused organization.



The City of Riverside Is Seeking An Experienced And Dynamic Professional To Serve As

Recreation Services Coordinator Aquatics and Contract Classes

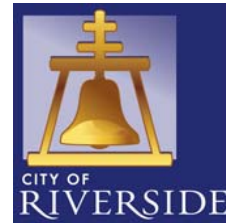
THE POSITION



There is one opening in the Park and Recreation Department for the Recreation Services Coordinator position and the establishment of an eligibility list for future vacancies. This position requires the ability to program and reserve city operated facilities, special events, after-school programs, and other related community service programs. This position is responsible for supervising part-time employees, independent contractors and requires a high degree of community & City staff interaction.

INFORMATION

Under general supervision, the Recreation Services Coordinator will plan, coordinate, evaluate and directs programs within the area of Aquatics. Typical duties include staff recruitment, training and supervision, working with volunteers, using registration software to monitor programs, and program and staff evaluations. Assignments may vary according to the skill of the candidate selected. Must be willing to work evenings, some weekends and July 4th.



Typical, specific duties of the position may include, but are not limited to, the following:

- planning, organization, implementation and evaluation of the City of Riverside Aquatics Program;
- recruitment, supervision, training, and evaluation of part-time employees;
- recreation and community service program management;
- create and promote recreation/community services activities in the area of assignment;
- implement and monitor program compliance with applicable laws, rules and regulations;
- maintain awareness of new developments and trends in recreation and community services;
- provide program information and program referrals to participants, city departments, school officials, community groups regarding program offerings and coordination of services;
- maintain records and registration;
- plan, coordinate and monitor fiscal expenditures and program needs;
- effectively track fees, and deposits collected;
- prepare/present oral and written reports;
- assist co-workers in planning and implementing city-wide events;

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's degree (120 semester units) from an accredited college with major work in recreation and aquatics or a closely related field; and two years of experience in planning, supervising, and conducting a wide variety of recreational programming with specialization in aquatics programming. Up to two years of additional experience may be substituted for the required education on a year for year basis. Must possess current American Red Cross First Aid and CPR certification throughout employment. Must possess or obtain within the first (6) months of employment an American Red Cross Water Safety Instructor certification. Must possess or obtain within the first (6) months of employment and American Red Cross Lifeguard Training Instructor. Must possess or the ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

COMPENSATION

The monthly salary range for this position is \$3,688 - \$4,483. *

- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers two health insurance plans and contributes up to \$806 per month for employee and dependent coverage.
- Dental Insurance—The City provides two dental insurance plans and contributes \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$300,000.
- Deferred Compensation—The City contributes up to \$250 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

*Appointment may be made at any step contingent upon qualifications of successful candidate.

THE COMMUNITY



Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.

The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.