



City of Milpitas

Announces a job opportunity for Senior Engagement

Classification: Recreation Services Assistant IV – Senior Engagement

Annual Salary Range: \$47,309 – \$57,504

Filing Date: October 7, 2015

About the Position

Under the leadership of the Recreation Services Supervisor, this position assists with professional duties consisting of, but not limited to planning, developing, coordinating, implementing, new senior center member recruitment, site special events and presentations, booking and escorting day trips, overseeing the Senior Center Volunteer program, and general outreach.

Examples of Duties -Duties may include, but are not limited to, the following:

- Plan, organize and direct recreational activities for assigned area of responsibility.
- Direct work of volunteers, recreation leaders and other recreational services personnel.
- Work with Marketing Assistant to develop and coordinate promotion of activities, opportunities and special events.
- Ensure compliance with City policies and procedures.
- Maintain supplies, equipment and records as needed.
- Monitor corresponding program budget; order supplies.
- Other duties as required.

Minimum Qualifications

- **Education:** Associates Degree or equivalent with major course work in a relatable field (i.e. Public Administration, Recreation, Child Development, Gerontology); AND
- **Experience:** Two years supervisory experience in recreation/ local government or a related field.

License and Certificates

- Possession and ability to maintain a Class B license within 6 months of hire date.
- Certification in Community First Aid & CPR.
- Proof of TB (Tuberculosis) clearance test.

Special Requirements – Essential duties require the following physical abilities and work environment:

Work is performed in an office/kitchen/recreational setting; will be exposed to the elements of sitting, standing, walking, kneeling, crouching, twisting, reaching, bending, crawling, and grasping; must be able to lift, carry, push, pull, and drag equipment weighing up to 40 lbs; climbing up step stool ladders to stack equipment and supplies.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application by the filing date.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Salary and Benefits

The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 6.25% or 7% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 4.9% towards the employer PERS contribution.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



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PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>