



City of Perris, California

EMPLOYMENT OPPORTUNITY

Recreation Leader I, II

\$13.60 - \$16.53 Per Hour (Level I, Step A - E)

Plus Excellent Benefits

Deadline to Apply: February 22, 2019



DEFINITION

Under general supervision, to perform skilled recreation work in directing a wide variety of activities for a variety of recreation programs, events, and assignments, such as the teen and senior centers, and special events, working independently following existing practices and procedures, referring questionable cases to the supervisor, coordinator, or others.

SUPERVISION EXERCISED

Exercises no supervision.

MINIMUM QUALIFICATIONS

Experience: Experience in recreation leadership and programs is desirable.

Training: Equivalent to a high school diploma.

License or Certificate: Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance. Possession of, or ability to obtain, CPR and First Aid Certificates.

Special Requirements: Essential duties require the following physical skills and work environment: Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for irregular work schedule.

Become a part of a growing and exciting team. Perris provides an excellent career advancement opportunity. If you are looking for new challenges and an incredible career move, JOIN OUR TEAM today. Perris offers a great location, a challenging and rewarding work experience and outstanding benefits!

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Principles and practices of recreation programming. English usage, spelling, vocabulary, grammar, and punctuation. Principles and procedures of record keeping. Basic first aid methods and techniques. Safety precautions and procedures. Techniques of organizing group recreational, social, and athletic activities. Rules and equipment pertaining to various games. Safe driving principles and practices.

Skill to: Operate modern office equipment including computer equipment and software. Operate a motor vehicle safely.

Ability to: Schedule and coordinate projects; set priorities. Work cooperatively with other departments, City officials, and outside agencies. Respond to requests and inquiries from the public. Organize and delegate work assignments. Learn pertinent procedures and functions quickly and apply them without immediate supervision. Maintain accurate records. Plan and organize work to meet schedules and timelines. Understand and follow verbal and written instructions. Communicate clearly and concisely, both verbally and in writing. Establish, maintain, and foster positive and harmonious working relationships with those contact-



Great location, incredible opportunity.

General Benefits Overview

The City offers an exceptional benefit package for full-time regular



APPLICATION PROCESS

For optimal consideration apply immediately. Applications must be postmarked or received in the City of Perris Division of Human Resources before 5:00 p.m. February 22, 2019. The City of Perris does not accept faxed applications. Applications require an original signature.

Submit your application to:

Division of Human Resources
101 North "D" Street
Perris, CA 92570
(951) 943-6100

Download a City Application at:
www.cityofperris.org

EOE / ADA

SELECTION PROCESS

Possession of the minimum qualifications does not ensure that an applicant will be invited to the next phase of the examination process. The City reserves the right to invite only the most qualified applicants to participate in successive parts of the process. Accepted candidates may be required to pass a background investigation and a physical examination at the City's expense. In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required original documentation.

Open and Competitive Application

Deadline to Apply: February 22, 2019

Posted: January 25, 2019

Holidays: The City observes twelve (12) holidays per year.

Vacation: Accrual of eight (8) hours of vacation per month of service for years one (1) through five (5) of employment (maximum of 240 hours accrual).

Paid Leave: Six (6) hours of sick leave per month of service (maximum of 280 hours accrual). Other leaves provided include bereavement (up to 5 days) and jury duty leave.

Retirement: Retirement benefits shall be provided at 2% @ 60 PERS retirement formula for existing PERS members or 2% @ 62 for new hires entering the CalPERS system for the first time (pursuant to the City's contract with PERS and as required by law). The employee is responsible for the full member contribution.

Health Benefits: Several medical plans are offered. The City currently pays one thousand six hundred seventy six dollars and seventeen cents (\$1,676.17) towards a medical plan premium for employee and dependents.

Dental/Vision: The City's dental plan pays up to sixty (\$60.00) dollars per month of the premium for either the Dental HMO or PPO. The City also provides vision-care reimbursement up to four hundred fifty (\$450.00) dollars.

Educational Incentive: Employees who hold a verified Bachelor's degree from an Accredited University, who's current position's classification specification does not require a Bachelor's degree as a minimum qualification, will be eligible to receive a five (5%) percent educational incentive pay to his/her base salary hourly rate. Employees who hold a verified Master's degree from an Accredited University, who's current position's classification specification does not require a Master's degree as a minimum qualification, will be eligible to receive a two (2%) percent educational incentive pay to her base salary hourly rate.

Bilingual Compensation: Bilingual compensation is available for oral and written translation for those employees whose duties include enforcement, public counter or reception responsibilities, as needed and on a case by case basis. Premium pay varies from (\$100.00 – \$125.00) per month.

Educational Reimbursement: The Educational reimbursement program consists of full reimbursement up to the limit of two thousand (\$2,000.00) dollars per fiscal year, per eligible employee. Specific courses, degree and certificate programs require pre-authorization by the City Manager's Office.

Restrictions may apply. All of the above benefits are subject to change by the current Memorandum of Understanding between the Municipal Employees Relations Representative of the City of Perris and Local 911 of the California Teamsters Public, Professional and Medical Employees Union.

