

The City of  
**MADERA**



# JOIN OUR TEAM!

## Are you...

A self-starter who likes to keep busy with a variety of assignments?

Interested in municipal government and public service?

Detailed oriented and well organized?

A team player who wants to contribute?

## NOW RECRUITING FOR:

### Recreation/Community Programs

### Manager

APPLY BY 3PM, FRIDAY, 1/24/20

### SALARY

**\$2,343.37-\$2,991.14/BI-WEEKLY**

### PRIMARY RESPONSIBILITIES

The **Recreation/ Community Programs Manager** is a division manager within the Parks and Community Services Department. Under direction, plans, manages and oversees the activities of a variety of senior services, community recreational and leisure activities, and the operation and maintenance of program sites, including public use and rental facilities. Identifies potential funding resources and administers grants; serves as a technical resource for assigned work personnel; provides responsible and complex staff support to the Director of Parks and Community Services. Performs other duties as assigned.

### QUALIFICATIONS

Experience/Education: 6 years of supervisory experience in the delivery of human services, senior programs, leisure services, and/ or recreation services, and a Bachelor's degree in Recreation, Business or Public Administration, or a related field.

Licenses: Valid Class C California Drivers License.

### EXAMINATION PROCESS

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The City Manager, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list.

The examination process may consist of the following parts: Application Package Review: Qualifying Only; Oral Exam: 100% Weight Value. Candidates must earn a score of 70% or higher to be considered for the eligibility list. Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401.

Applicants may be eligible for Veteran's Preference Points (5 points) and should attach a DD214 to their employment application for consideration of this preference.

### KEY DATES

FILING DEADLINE: Friday, 1/24/2020

ORAL EXAM: Tuesday, 2/4/2020

## learn more



# madera.gov/apply



# COMPENSATION & BENEFITS



## SALARY

Compensation and benefits for the Recreation/ Community Programs Manager position are defined in the Memorandum of Understanding between the City and the Mid Management Bargaining Unit, as well as the City's Personnel Rules. The Recreation/Community Programs Manager is assigned to Range 390 of the City of Madera Salary Schedule. City employees are paid bi-weekly, or 26 times per year. The bi-weekly steps within this range are as follows.

Step A	\$2,343.37
Step B	\$2,460.74
Step C	\$2,583.60
Step D	\$2,712.95
Step E	\$2,848.30
Step F	\$2,991.14

## LIFE INSURANCE

The City provides a \$25,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

## LONG TERM DISABILITY

This city paid benefit provides up to 2/3-income protection.

## BILINGUAL INCENTIVE

English/Spanish for qualifying individuals and positions after passing annual bilingual test.

## DEFERRED COMPENSATION

The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute, though not required.

## EDUCATION INCENTIVE

- 5% of base pay for a job-related Master's Degree
- 7% of base pay for a job-related Doctorate Degree

## EDUCATION REIMBURSEMENT

Up to \$2400/fiscal year for college coursework with prior approval from your Department Head.



## RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

### Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 2.375%

### Classic Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 2.375%

### New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 6.25%

## HEALTH INSURANCE

The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with Blue Shield. Dental insurance is through Ameritas and vision coverage is through Superior.

## EMPLOYEE ASSISTANCE PROGRAM

The City of Madera offers an employee assistance program or employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

## PAID LEAVE

The City of Madera offers a generous paid leave program, including paid holidays, sick leave, vacation, and administrative leave.

## GENERAL INFORMATION

Applications may be obtained from the City's website [www.madera.gov/](http://www.madera.gov/) apply or by calling the City's Human Resources Department at (559)661-5401. Applications must be submitted to the City's Human Department prior to the application deadline. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.