



ANNOUNCEMENT OF RECRUITMENT PLEASE POST

SPORTSPLEX COORDINATOR

\$3,686 - \$4,481 per month
(paid bi-weekly)

THE POSITION: Under general supervision, plan, organizes, coordinates and supervises the service needs for events, leisure classes and daily operations at the SportsPlex.

QUALIFICATIONS: Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. A typical entrance background is equivalent to completion of High School with course work and/or experience in marketing, public relations, business administration or related field.

BENEFITS: Benefits include health, dental, and optical insurance for employee and dependents; PPO plan at a minimal cost for full family, EPO plan at no cost for full family; City paid term life, long-term disability and accidental death & dismemberment insurance for employee; educational assistance; and annual Well-fitness incentives. Employees accrue sick leave at 13 days/year, 10 days/year vacation. The City observes 13 paid holidays/year (11 designated, 2 floating). The City is a member of the California State Employees Retirement System (PERS); 2% @ 55 formula for classic members; 2% @ 62 formula for new members (as defined by PEPR). The City does not pay into Social Security.

SELECTION PROCESS: Applications will be reviewed; applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further in the process. The selection process may include written examination, oral board interview, department interview, post-offer medical examination, drug screening, physical capacity testing, Department of Justice fingerprint check, and any other testing that may be deemed necessary. All applicants will be advised on their status in the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resources, 405 E. El Monte, Dinuba, CA 93618, phone (559) 591-5900 ext.108. Applications must be received by 5:00 p.m. on **April 6, 2021**; City application required; postmarks are **not** accepted.
www.dinuba.org

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.
We are an Equal Opportunity Employer. We do not discriminate on the basis of race,
religion, color, sex, sexual orientation, age, national origin or disability.
The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*

**CITY OF DINUBA
JOB DESCRIPTION**

**SPORTSPLEX COORDINATOR
CLASSIFIED**

DEFINITION: Under general supervision, plan, organizes, coordinates and supervises the service needs for events, leisure classes and daily operations at the SportsPlex.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinates, administers, manages, and promotes activities at the SportsPlex, coordinating tournaments, birthday parties, special events, leisure classes; provides professional input and assistance to sports coordinator, department head, boards, civic groups, other collaborating agencies, and the general public; participates in meetings and organized planning; assures that assigned programs are performed within budget; serves as the representative contact during the preparation and conclusion of events and activities; issues written and oral instructions; prepares a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding events; promotes interest and provides information regarding events to schools, community service groups, other city departments, and the general public; coordinates and schedules reservations for use of the SportsPlex; responds to public inquiries about activities and events made by telephone, correspondence and performs related work as required.

EMPLOYEMENT GUIDELINES:

Knowledge of:

- Sports including tournaments;
- Special events planning and administration;
- Customer service principles and problem solving;
- Methods of stimulation to obtain maximum community interest in community events;
- Principles of supervision and training;
- Principles of composition and report writing;
- Computer operation including software application;
- Methods of organization;
- Public relations principles;
- Recordkeeping techniques
- Appropriate safety precautions and procedures.

Ability to:

- Anticipate service needs of individual activities or events;
- Independently compose correspondence, flyers, brochures, and general oral and written instructions;
- Provide lead direction;
- Make effective decisions;
- Communicate effectively both in written and oral form;
- Supervise and schedule staff;
- Plan work schedules;
- Plan and organize work to meet deadlines;
- Operate a computer accurately and efficiently;
- Maintain manual and automated records;
- Operate financial software;
- Coordinate tournaments;
- Operate a vehicle observing legal and defensive driving practices;
- Establish and maintain effective working relationships with those contacted in the course of work.

JOB DESCRIPTION

SPORTSPLEX COORDINATOR

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Education/Experience/Training

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. A typical entrance background is equivalent to completion of High School with course work and/or experience in marketing, public relations, business administration or related field.

LICENSES/CERTIFICATIONS: Possession of a valid and appropriate driver's license issued by the California Department of Motor Vehicles.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Frequently walk, sit, and talk or hear; occasionally use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally climb or balance, stoop, kneel, crouch, or crawl; occasionally lift up to 50 pounds. Specific vision abilities include close vision, color vision, and the ability to adjust focus.

Work in various weather conditions such as hot and cold temperatures. Noise level is usually moderately loud to loud when in the field. Maintain a neat professional appearance. Evening and weekend hours.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

An Equal Opportunity/ Affirmative Action Employer



HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: **SportsPlex Coordinator**

NAME:			
Last Name	First Name	Middle	
ADDRESS:			
Street/P.O. Box	City	State	Zip Code
TELEPHONE: () () ()			
Home	Business	Cell	
EMAIL ADDRESS:			

DRIVER'S LICENSE NUMBER: _____ CLASS: _____ STATE: _____ EXPIRES: _____
Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.

I meet the minimum age requirements as stated on the job announcement for this position. ☐ Yes ☐ No

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? ☐ Yes ☐ No

Name of last High School attended: _____

College or University	Major	Units	Degree

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

[illegible]

ADDITIONAL INFORMATION

Are you related to any City of Dinuba employee? If yes, state name and relationship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you now or have you ever been employed by the City of Dinuba?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit verification of your right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List languages you speak fluently other than English:	

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will **not** be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete to the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: _____ Signature of applicant: _____

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: _____SportsPlex Coordinator_____

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?			
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<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other

<i>NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING</i>

RACE/ETHNIC DATA			
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<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA	
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<input type="checkbox"/> Male	<input type="checkbox"/> Female
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