



# CITY OF LOS ALAMITOS

## EMPLOYMENT OPPORTUNITY

### **PART-TIME SPECIAL PROJECTS COORDINATOR (WORKING TITLE – SPECIAL EVENTS/PROGRAMS SUPERVISOR)**

#### **FILING INFORMATION:**

The deadline for the first review of applications is on April 6, 2021 at 12:00 PM Applicants are encouraged to apply early. Applicants that apply after the first review are not guaranteed to be considered for this recruitment. Applicants must submit a completed City of Los Alamitos employment application. Please call (562) 431-3538 for additional information, or visit [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org) for employment application. Please submit all applications and resumes to: [HResources@cityoflosalamitos.org](mailto:HResources@cityoflosalamitos.org)

**SALARY RANGE: \$38.20 to \$46.44 Hourly Rate**

#### **POSITION:**

Under general direction of the Director of Recreation & Community Services, the part-time Special Events/Programs Supervisor will perform specific and extensive program and event planning, coordination and logistics as well as perform other related duties as assigned.

- This position is a part-time position with a schedule requirement of 28 hours per week including evenings and weekends for City events.

#### **ESSENTIAL JOB FUNCTIONS:**

Duties may include but are not limited to the following essential job functions:

- Planning, implementation, execution of Department's 5K/10K/Triathlon Race with an emphasis on course management and logistics, obtaining sponsors and vendors, marketing and promotion, in conjunction with the new My City My Los Al Street Fair and Week of Los Al event
- Assistance in planning, implementation, execution of additional Citywide special events
- Supervision of recreation programs and classes
- Work with outside organizations to collaborate and partner on special projects or events
- Assists with the development of the annual Department budget
- Performs or assists with special projects, research, reports, and analysis as requested by the Director of Recreation & Community Services
- Perform other duties and responsibilities as required.

#### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of generally accepted accounting principles, practices, and laws regulating public finance and fiscal operations.

Desirable skills and abilities include:

- Knowledge of modern principles and practices of recreation program development and administration;
- Knowledge of methods and techniques of effective administrative report preparation and presentation;
- Knowledge of principles and practices of budget preparation and administration;
- Knowledge of principles of supervision, training and performance evaluation;
- Ability to design, develop and implement recreation programs and events suited to the needs of the community;
- Ability to elicit community and organizational support for recreation programs;
- Ability to communicate clearly and concisely, both orally and in writing while promoting the values of the organization.
- Establishing and maintaining effective working relationships with other department staff, other City employees and the public.

#### **EDUCATION, EXPERIENCE AND TRAINING:**

- At least three years of special event and programming experience is required. Experience in race course management is highly desirable.
- Bachelor's degree from an accredited four year college or university with major course work in recreation, public policy, administration, or a related field or a combination of work experience.

#### **ADDITIONAL INFORMATION:**

Part-time employees are employed "at will" and serve at the pleasure of the appointing authority. As such, their services can be discontinued without cause.

#### **SELECTION PROCEDURE:**

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*The City of Los Alamitos is an Equal Opportunity Employer and does not Discriminate on the basis of Race/Color, National Origin, Sex, Religion, Age or Handicapped Status in employment or the Provision of Service.*