



City of  
**CERES** Together We Achieve



## RECREATION ADMINISTRATIVE COORDINATOR

**\$3,877 - \$4,711 (monthly)**

**3% Equity and COLA increase effective July 1, 2023**

**PLUS EXCELLENT BENEFITS**

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***Are you highly organized and a self-starter? Do you love Recreation?*** We want you for our fast paced Recreation program to coordinate services and programs through a variety of complex administrative duties. We're looking for someone with an eye for detail and a leader in guest services. Your recreational program administrative experience or community service administrative experience will be the foundation of your administrative work here. Building strong relationships with internal and external customers is a must.

### **Responsibilities may include:**

- Coordinate community services activity programs with other City departments, divisions and outside agencies.
- Meet with public groups, clubs and organizations to explain and promote community services and programs.
- Provide a variety of complex and sensitive administrative duties for management personnel.
- Support the planning, organization and implementation of a wide variety of community services and programs.
- Prepare and monitor program and departmental budgets, purchase orders and payment vouchers as well as maintain files, contracts and other department records.

### **Requirements:**

- Possession of an associate degree from an accredited college or university in recreation administration, business, or a related field.
- *Two (2) years* of increasingly responsible community service or recreational program administration experience.
- Possession of, or ability to obtain, a valid, *CPR certificate*.
- Possession of a valid *California Driver License*.

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**Application Deadline: Open Until Filled**  
**First Review of Applications December 21, 2022**  
**Tentative Interview: January 4, 2023**

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**Applicants must submit a completed online City job application and supplemental questions by the filing deadline.** To apply and view complete job and benefits information, please visit <https://www.calopps.org/city-of-ceres>. The City of Ceres is an equal opportunity employer and prohibits harassment and discrimination in employment (EEO). If you have questions or need special accommodations with the recruitment process in advance please contact: JoAnn Henley (209) 538-5746.

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