



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR RECREATION DIRECTOR

Class Code: 2446

Open Date: 05-05-17

(Exam Open to Current City Employees)

ANNUAL SALARY

\$54,455 to \$77,506; \$57,649 to \$81,995

DUTIES

A Senior Recreation Director plans, organizes, and directs a broad program of recreation activities at a major or specialized recreational facility, or group of facilities, or may plan and organize specialized regional recreation, senior citizen nutrition, or senior citizen volunteer work programs; prepares budget requests, writes reports, applies sound supervisory principles and techniques in building and maintaining an effective workforce, and fulfills equal employment opportunity responsibilities.

REQUIREMENT/MINIMUM QUALIFICATION

Two years of full-time paid experience as a Recreation Facility Director with the City of Los Angeles or in a class at that level directing recreational activities.

PROCESS NOTES

1. Applicants who lack six months of the above mentioned required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity/promotionaljobs> for Promotional Examinations.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, MAY 18, 2017.**

SELECTION PROCESS

After meeting minimum qualifications, candidates will be scheduled for the following:

Examination Weights:	Written Test	Qualifying
	Essay	Advisory
	Interview	100%

The examination will consist of a qualifying written test, an advisory essay, and interview. In the qualifying multiple-choice written test, candidates may be examined for knowledge of: safety principles, practices, and regulations as they relate to the inspection of municipal recreational facilities for observable hazards, and providing a safe environment in all municipal recreational facilities per Cal/OSHA safety regulations; Department of Recreation and Parks policies and the Los Angeles Municipal Code relating to recreation facilities; Department of Recreation and Parks budget procedures; Department's Municipal Recreation Program accounting procedures; fundamental principles and practices of supervision including, evaluating, directing, motivating, training, counseling, commending, and disciplining subordinate personnel; pertinent City and Personnel Department rules, policies, and procedures, including Equal Employment Opportunities and Sexual Harassment policies and Memoranda of Understanding (MOUs) as they relate to subordinate personnel; public relations techniques, including diplomacy, sufficient to resolve problems without jeopardizing the Department's reputation; and the ability to delegate work to subordinate personnel in an efficient manner in order to optimize available resources such as staff, volunteers, equipment, and funds; perform basic arithmetic calculations including addition, subtraction, multiplication, division, and percentages; read and interpret written procedures; and other necessary knowledge, skills, and abilities.

Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

On the same day as the qualifying written test, candidates will be required to prepare some written material in response to a problem related to the duties and responsibilities of a Senior Recreation Director. This essay material will not be scored separately, but will be presented to the interview panel for discussion with the candidate and for consideration in the overall evaluation of the candidate's qualifications. Candidates may anticipate that PCs (personal computers) will be made available to type their essay responses.

Those who do not complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination. Candidates must achieve a passing score in the qualifying written test in order to be called for subsequent portions of the examination. Candidates who pass the qualifying written test and complete the advisory essay will be invited to participate in the interview.

Candidates will be notified later by e-mail of the time and location of the qualifying written test and advisory essay, which will be administered in a single half-day session in Los Angeles, on **SATURDAY, JULY 15, 2017**.

The examination score will be based entirely on the interview. In the interview, candidates may be examined for knowledge of: Department of Recreation and Park Municipal Recreation Program accounting procedures sufficient to properly charge accounts; community cultural programs including dance, drama classes, arts and crafts tailored for the community centers and the diverse ethnic population they serve; safety principles, practices, and regulations as they relate to the inspection of recreational facilities for observable hazards, and providing a safe environment in all recreational facilities per Cal/OSHA safety regulations; problem solving techniques in order to make decisions with minimal or no supervision; fundamental principles and practices of supervision including, evaluating, directing, motivating, training, counseling, commending, and disciplining subordinate personnel; pertinent City and Personnel Department rules, policies, and procedures, including Equal Employment Opportunities and Sexual Harassment policies and Memoranda of Understanding (MOUs) as they relate to subordinate personnel; public relations techniques sufficient to effectively resolve problems; and the ability to plan special events such as banquets ending a sports league season and carnivals; analyze information, formulate recommendations, and make good independent decisions; be assertive when necessary by taking charge of situations in order to control the activities and conduct of the public at a municipal recreation facility; communicate effectively, both orally and in writing, with the public, subordinates, and supervisors sufficient to relate or solicit information; interact effectively with members of the public, elected officials, and management in order to promote good public relations; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
4. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
5. A final average score of 70% in the interview is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.

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