



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

DIRECTOR OF RECREATION

EXEMPT FULL TIME

DEADLINE FOR APPLYING: Thursday, August 8, 2024

TO APPLY: Online at: <https://www.governmentjobs.com/careers/norfun/> or submit to the Human Resources Office located at the District's Administrative Center, 3825 Riverlakes Drive, Bakersfield, Ca., 93312, a District Employment Application (resume's will be accepted only with a completed Application), current DMV printout, and Questionnaire. Visit the District's website at www.norfun.org, for information on the District.

North of the River Recreation and Park District (NOR) is a Special District operating under Section 5780 of the California State Code, organized in 1955, with a five-member Board of Directors. The major sources of revenues are property taxes, program fees, grants, and developer fees. NOR plans, organizes and conducts a wide variety of park and recreation programs within the designated NOR boundaries. Included within our service boundaries are 24 park sites, three gymnasium/community centers and one senior adult center. Classes and programs are offered each year to the public. Programs are conducted for all ages ranging from children to senior citizens.

BASIC FUNCTION: Under general direction of the General Manager, is responsible for developing and maintaining a comprehensive recreation program. The Director will formulate and administer procedures, standards, goals, controls, and evaluations to help ensure that the recreation program meets the needs and desires of the community. Supervises recreation managers and staff.

STARTING RATE: \$43.80 - \$48.28 per hour + benefits
Annual equivalent: \$91,104 - \$100,422

MAXIMUM POSITION RATE: \$58.69 per hour
\$122,075

QUALIFICATIONS: Graduation from an accredited four-year college or university with a major in recreation or closely related field. A master's degree in Recreation, Public Administration or a closely related field is preferred. Ideally possess a minimum of five years' experience in recreation with at least three years in a supervisor or administrative capacity. Additional experience as described above may be substituted for the required degree. Experience should demonstrate the ability to train, supervise and manage people. Knowledge of program planning, practices, and administration; current trends; excellent customer service/human relation skills; managing, delegating, and evaluating work activities, researching, implementing and maintaining activities or community services, training of personnel; budget preparation; management and maintenance of equipment and facilities; purchasing and contracting procedures and practices; customer/community survey methods and analysis. Ability to develop and deliver comprehensive year round, high quality recreational programs; plan, manage, and schedule recreation programs that meet the needs of the community; participate in the development of department goals, objectives and procedures; plan, schedule, direct, coordinate, train, and evaluate the work of subordinates; recommend improved methods of performing the work; communicate effectively, both orally and in writing; develop accurate budgets of program revenues and expenditures; prepare clear concise administrative and financial reports; establish and maintain effective, positive working relationships with management, subordinates, staff, community groups, program participants, representatives of public and private agencies, and the general public; elicit community and organizational support for programs; work with boards, commissions and public groups; assemble work, guide staff and citizens, work groups/teams; build strong productive teams; make public presentation, effectively presenting facts and information; manage computerized registration systems; manage multiple priorities; safely perform the essential functions of the job in accordance with all applicable federal, state, and local laws, codes and regulations; work occasional weekends and evenings.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Standard office environment and working conditions including indoor recreation or community center and outdoor environment in the parks. Work activities can include: sitting and/or standing for long periods of time, working on a computer, and operating standard office equipment; working outdoors in all weather conditions or inside a gymnasium, community center, or school, or other recreational facility with working conditions that include a moderate noise level; set up and take down of recreation equipment, lifting tables and chairs, carrying objects weighing up to 50 pounds and can include nights, weekends and/or holidays. Commutes by automobile to and from district facilities. Regularly required to communicate with Board of Directors, participants, staff, volunteers, outside agencies and the public. The qualification

requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon passing the following: A background investigation will be conducted to include fingerprinting; post offer medical exam, functional capacity exam and drug screen; a valid California Class C driver's license and current Auto Insurance throughout employment and driving record must comply with District safety standards; verification of your identity and citizenship or legal right to work in the United States.

QUALITY ASSURANCE: All employees are expected to provide outstanding customer service; serve the public and interact with co-workers and others in a positive, courteous, and professional manner; maintain a respectful attitude; and are responsible for the efficient and effective delivery of services. Management positions will perform their supervisory duties to comply with District policies and state and federal personnel laws to create a cooperative, safe, respectful, and quality work environment.

DUTIES AND RESPONSIBILITIES: The following represent the typical duties and responsibilities of this position. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

1. Oversees the coordination and execution of recreation and leisure programs and activities, operation of community centers, and management of facility reservations.
2. Conducts surveys, studies, and needs assessments to determine community needs and desires related to recreational programming, facility usage, and special events; explores potential sources of funding and grants.
3. Utilizes data analysis and community input to develop comprehensive programming action plans and activity schedules aligned with identified priorities and goals.
4. Evaluates program trends and demands, participant needs and desires, costs and fee structures; makes recommendations for adjustments and improvements to meet evolving community needs and preferences.
5. Monitors program income and expenses, collects and analyzes attendance data, and evaluates program effectiveness and efficiency; develops and implements procedures and standards for programs.
6. Estimates, prepares, and submits detailed budgets for recreational programming, community center operations, and special events; monitors and controls expenditures within budgetary constraints to ensure fiscal responsibility and accountability.
7. Collaborates with other agencies, organizations, and stakeholders to coordinate and expand recreational and leisure opportunities within District and across community; participates in partnerships and joint programming efforts.
8. Jointly oversees the administration and utilization of recreation management suite software, including scheduling, registration, and facility management modules; and collaborates with Directors to optimize system functionality and integration with other district-wide systems.
9. Jointly coordinates the planning, execution, and oversight of community-wide special events and initiatives.
10. Supports promotional efforts to market the District's activities, facilities, and programs.
11. Responsible for employee relation functions including, but not limited to managing staff, recommending hiring, scheduling and delegating work assignments, meetings, training and development, performance evaluations, reports on potential or actual employee performance problems and recommends any disciplinary action.
12. Reports accidents and unsafe conditions and provides follow-up information as needed to ensure the safety and well-being of participants and staff; maintains required safety training and certifications.
13. Attends, participates and represents the District in community meetings as necessary to address and respond to interested citizen and community groups inquiries, complaints, and requests for service regarding recreational programs, facility rentals, and special events; and represents the District in discussions with community organizations, government agencies, boards, and commissions
14. Participates in organizational meetings, training sessions, and community events, including monthly Board of Directors meetings and management team meetings; and must maintain the required safety training designated for the position.
15. Performs related duties as assigned.

FULL TIME BENEFITS INCLUDE:

- VACATION, SICK AND HOLIDAYS.
- MEDICAL INSURANCE
- DENTAL INSURANCE
- VISION INSURANCE.
- CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CAL-PERS)
- GROUP LIFE INSURANCE
- TRAVEL INSURANCE
- DISABILITY INSURANCE
- WORK-LIFE BALANCE
- EMERGENCY TRAVEL
- SOCIAL SECURITY

EQUAL OPPORTUNITY EMPLOYER

NORTH OF THE RIVER RECREATION AND PARK DISTRICT
3825 RIVERLAKES DRIVE, BAKERSFIELD, CA 93312 661-392-2000 www.norfun.org

DIRECTOR OF RECREATION

SUPPLEMENTAL QUESTIONNAIRE

Print Name: _____ **Date:** _____

GENERAL INFORMATION: This supplemental questionnaire will be used to assess your experience as it relates to the position and is required for your application to be considered. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

1. Discuss in detail your experience in the Parks and Recreation field including the size of your current organization, the number of recreation centers, aquatic centers, parks, and your position in the organizational structure.

2. Describe your experience developing, administering, and monitoring an annual operating budget including how you plan staffing, equipment and material needs.

6. Describe your experience dealing with and/or handling difficult customers in your daily work environment, describing the types of problems you handle and types of customers (both internal and external) you dealt with.

7. Describe your experience working for and with elected and/or appointed officials.

8. Briefly explain your motivation for applying for this position and the skills and abilities you believe will benefit NOR.



PERSONNEL OFFICE
3825 Riverlakes Drive, Bakersfield, California 93312
Office (661) 392-2000 www.norfun.org

POSITION APPLYING FOR:

APPLICATION INSTRUCTIONS

- Your further consideration for the position will depend upon the accurate information you provide on this application regarding your ability to meet or exceed the minimum requirements of the position. **This application must be filled out completely.** Incomplete or illegible applications will be rejected. Applications must be received in the Personnel Office no later than the date and time noted in the job announcement.
- Notify the Personnel Office immediately if you have a change of address, phone, or employer.
- You must submit any documents required with your application, (i.e.: typing certificate, DMV printout). Any material submitted during the application process becomes the property of NOR unless otherwise specified in the job announcement. Applicants who wish to retain copies must make their copies prior to submitting the materials.
- RESUMES may be added, but may not be substituted for completion of this application.**
- Please complete the Applicant Data Record. Avoid any other reference to religion, race, nationality or any other legally protected status.
- A separate application is required for each position.

01/2018

PERSONAL INFORMATION

NAME: _____	APPLICATION DATE: _____
ADDRESS: _____	
<small>Number Street</small>	<small>City</small>
<small>State</small>	<small>Zip Code</small>
HOME PHONE: _____	BUSINESS/MESSAGE PHONE: _____
CELL PHONE: _____	E-MAIL: _____

The best number to reach you would be (check any that apply): Home ___ Cell ___ Business ___ E-mail ___

Are you currently employed? Y <input type="checkbox"/> N <input type="checkbox"/>	May we contact your current employer? Y <input type="checkbox"/> N <input type="checkbox"/>
HOW DID YOU HEAR ABOUT THIS JOB OPENING?	
<input type="checkbox"/> Friend/Relative: _____	<input type="checkbox"/> District Website <input type="checkbox"/> Walk-in
<input type="checkbox"/> Other internet site	<input type="checkbox"/> Newspaper <input type="checkbox"/> Other (please specify): _____
What date are you available to work: _____ Are you available to work Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	
What days and hours are you available to work?	
Have you ever applied to, worked for, or volunteered with NOR? <i>If yes: state dates, positions and reason for leaving.</i> Y <input type="checkbox"/> N <input type="checkbox"/>	
(check all that apply) applied <input type="checkbox"/> Worked <input type="checkbox"/> Volunteer <input type="checkbox"/>	
List any different name(s) used: _____	
Do you have any friends or relatives working for NOR? If yes, state name(s) and relationship: _____	Y <input type="checkbox"/> N <input type="checkbox"/>
If hired, would you have a reliable means of transportation to and from work?	Y <input type="checkbox"/> N <input type="checkbox"/>
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <i>If no, describe the functions that cannot be performed.</i>	Y <input type="checkbox"/> N <input type="checkbox"/>
<small>(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)</small>	
Are you at least 18 years old? (if under 18, if hired, you may be required to provide authorization to work)	N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>
Are you legally eligible to be employed in the United States? (proof of identity and eligibility will be required upon employment)	Y <input type="checkbox"/> N <input type="checkbox"/>
Have you ever been convicted of any offense other than a minor traffic violation? (Misdemeanor convictions for marijuana-related offenses that are more than two years old need not be listed.) Y <input type="checkbox"/> N <input type="checkbox"/>	
If yes, state nature of the crime(s), when and where convicted, and disposition of the case. Describe either below, on a separate piece of paper, or complete the District's Conviction Review form and attach to this application.	
<small>(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)</small>	

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without regard to sex, marital status, race, age, creed, national origin, color, religion, mental or physical disability, veteran status, medical condition, sexual orientation or any other legally protected status.

EMPLOYMENT HISTORY (A Resume will not be a substitute for completing the information required in this section)

List all present and past employment for the **last 7 years starting with your most recent employer**. Include military service, volunteer activities, student period, or other special activities and also include any periods of unemployment. Incomplete information may exclude you from further consideration.

How many years experience have you had that would qualify you for this position, PAID: _____ UNPAID: _____

If any employment was under a different name, indicate name: _____

1. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____
May we contact this employer? **Y** **N** **Later**

2. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____
May we contact this employer? **Y** **N** **Later**

3. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____
May we contact this employer? **Y** **N** **Later**

4. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____
May we contact this employer? **Y** **N** **Later**

Explain any gaps in work history:

Have you ever been discharged or asked to resign from a job? If yes, explain: _____ **Y** **N**

For additional experience, use an additional sheet of paper with the above information or complete the Additional Work Experience form

EDUCATION, TRAINING, AND EXPERIENCE

High School-highest grade completed: _____ Graduated: Y N GED: Y N Name & location: _____

COLLEGES, UNIVERSITIES, BUSINESS OR TRADE SCHOOLS **LIST ALL APPLICABLE TO THIS POSITION.**

Name, Address, City, State, Zip	Course Of Study	# of yrs completed	Degree Or Diploma OR # of units completed

ADDITIONAL INFORMATION

Other training, skills or experience **RELATED** to the position applied for: (computers, office machines, typing speed, foreign languages, special courses, machinery, etc...)

Professional License, Certificates, or Memberships **RELATED** to position: (Title/Registration #/Expiration Date) *(per CA H&S Code 124235, Youth Sports Positions must complete Concussion Training and provide documentation prior to start date):*

Have any of the licenses or certificates listed above ever been revoked or suspended? Y N

If yes, state reason(s), date of revocation or suspension and date of reinstatement:

State any additional information you feel may be helpful:

REFERENCES *List three persons not related to you who have knowledge of your work performance.*

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

PERSONNEL USE ONLY:

APPLICANT'S STATEMENT

Please read carefully and sign below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the District. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District's designated representative.

I understand, also, that I am required to abide by all rules and regulations of the District throughout my employment. In addition, I understand that a job offer would be contingent upon the following: I must submit proof of U.S. citizenship or legal right to remain and work in the United States and a criminal records check will be required through fingerprinting. I may be required to pass a physical examination and / or alcohol and drug screen.

APPLICANT SIGNATURE: _____ **DATE:** _____

North of the River Recreation and Park District may conduct reference and employment verifications prior to an offer of employment. Please sign the Disclosure Authorization and Release form below. It will be used when former employers request employee authorization prior to releasing employment information.



North of the River
recreation and park district

3825 Riverlakes Drive, Bakersfield, CA 93312 (661)392-2000 www.norfun.org

DISCLOSURE AUTHORIZATION AND RELEASE

RE: REFERENCE CHECK FOR EMPLOYMENT

TO WHOM IT MAY CONCERN:

I have applied for employment with North of the River Recreation and Park District. I hereby consent to the release of any and all information regarding my employment, job performance and any other pertinent information that you may have to any authorized employee, representative, or agent of North of the River Recreation and Park District. This information may be provided either verbally or in writing. This includes, but is not limited to, employment and education records and transcripts which you may possess, whether or not such records or information are confidential, privileged and/or of a derogatory nature.

In addition to authorizing the release of any information regarding my employment, I hereby direct you to release the requested information, records and/or transcripts upon request of the bearer. I understand that the information and records provided are for the official use of the District. I specifically and permanently waive any rights I may have to review or inspect any records, transcripts or information received during the course of the District's investigation.

I hereby release, hold harmless and indemnify you, as the custodian of any such records, my present and former employer(s), the District, and any educational institution which I may have attended, including all officers, agents, employees, representatives, or other personnel of any of those entities both individually and collectively, from any and all liability, damage, suits, actions or claims of whatever kind, that may directly or indirectly result from compliance with this authorization or any attempt to comply with it, by any person or party, whether such information is favorable or unfavorable to me.

A photocopy of this release form shall be as valid as the original. I acknowledge that I am entitled to a copy of this authorization and release of liability.

SIGNATURE:

DATE:



APPLICANT DATA RECORD

DATE: _____ POSITION APPLIED FOR: _____

AGE: _____ Male Female

To further its commitment to Equal Employment Opportunity, the District requests that applicants voluntarily provide the following information. This data will be kept in a confidential file separate from the Application for Employment solely for research purposes only to help us comply with government record keeping, reporting and other legal requirements. All information will be used in accordance with the state and federal regulations. Your cooperation in providing this information is essential to the success of the research and evaluation program.

RECRUITMENT RESEARCH: We would appreciate information on how you heard about this job opportunity in order to help us determine what the most effective recruitment source is. Please check one or more.

- | | |
|--|--|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> School |
| <input type="checkbox"/> NOR Website (norfun.org) | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Other internet site (specify) | |
| <input type="checkbox"/> Newspaper (specify) | |
| <input type="checkbox"/> Friend/relative (name) | |
| <input type="checkbox"/> Employment Agency | |

EDUCATION: (Please check the highest level achieved):

- Not a HS Graduate
- HS Diploma/GED
- Some College

College Degree: _____

ETHNIC ORIGIN: (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> White / Caucasian | <input type="checkbox"/> American Indian / Alaskan Native |
| <input type="checkbox"/> Black / African/American | <input type="checkbox"/> Asian / Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Filipino | |

APPLICANT NAME: _____
APPLICATION DATE: _____

ADDITIONAL WORK EXPERIENCE

5. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

6. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

7. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

8. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

Explain any gaps in work history:

Additional Information: