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THE CITY

Centrally located in California's San Joaquin Valley, Lodi is an agricultural community with a population of 65,000. The Lodi Area is well known for its grape and wine industry. Lodi has excellent park facilities, good schools, a closely located zoo and several golf courses. Lodi is located 90 miles east of San Francisco and 34 miles south of Sacramento.

COMMUNITY CENTER HUTCHINS STREET SQUARE

Hutchins Street Square occupies a full City square block which provides a wide range of recreational and cultural services. While serving as the City's principal meeting venue, the physical campus consists of five halls, 786 seat performance theatre, amphitheatre, five acre park, swimming pool, senior center, art gallery, and a daycare facility. Hutchins Street Square has hosted 58 concerts and theatre events, 13 art shows, and has delivered numerous hours of recreational classes during the 2006 year.

ABOUT THE POSITION

This position requires a hard working professional with a diverse background in event promotions, recreational and cultural program administration, arts administration, fundraising, and public administration. Under the direction of the City Manager, the Community Center Director will supervise a staff that currently consist of approximately 10 full-time, 30 part-time employees, and a diverse group of volunteers. The current operating budget for the Community Center is \$1,435,542 of which \$518,000 is recovered in fees and charges. Debt service is not included in the annual operating budget. The incumbent is responsible for accomplishing both departmental objectives within general policy guidelines. Additionally, the incumbent is expected to exercise independent judgment, initiative and leadership in establishing an efficient and effective City program while overseeing the fiscal management, and operation of the Community Center.

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PROFESSIONAL CHARACTERISTICS

- ◆ Skilled administrator who can manage a variety of diverse functions including, budgeting operations, employee relations, recreational programs, cultural events and services
 - ◆ Ability to interact and provide support to City Council appointed commissions in the area of youth, culture, arts, and senior programs
 - ◆ Can promote and market cultural and recreational programs and activities which are consistent with Lodi's increasingly diverse community and their needs
 - ◆ Successful experience working with an auxiliary foundation to raise funds and support through planning and execution of activities, events, direct solicitation, and other promotional and fundraising programs
 - ◆ Capable of managing public demands for enhanced levels of service including a variety of programs and recreational classes.
 - ◆ Is a "team player" with a keen awareness of the importance of developing and maintaining effective working relationships with City Administration and other City departments.
 - ◆ Exercise leadership and independent judgment within general policy and administrative guidelines
 - ◆ Prepare and present verbal and written reports to community groups and governmental agencies
 - ◆ Manage a diverse group of full-time and part-time employees
 - ◆ Establish and maintain effective work relationships with public groups, media, and volunteers contacted during the course of work.
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POSITION QUALIFICATIONS

In possession of a Bachelors Degree from an accredited college or university with major coursework in Public Administration, Public Affairs, Communications, Leisure Services, Parks and Recreation, or a closely related field and three (3) years of responsible experience in the development and implementation of an effective recreational and community oriented programs. A Masters degree is highly desirable.

SELECTION PROCESS

The most qualified candidates, as determined by initial screening of resumes and/or applications will receive an invitation to the testing process. The testing process may consist of oral interviews and written/computer exercises. The City of Lodi reserves the right to change the testing process or alter the selection process to meet the needs of the City.

TENTATIVE RECRUITMENT SCHEDULE

12/20/06 - 1/26/07	Accepting Applications
Week of 1/29/07	Review of Resumes
Week of 2/12/07	Oral Interviews
Week of 2/19/07	Selection Interviews

PLEASE SUBMIT RESUMES TO:

City of Lodi
Human Resources Division
221 W. Pine Street
Lodi, CA 95240
(209) 333-6704



COMPENSATION & BENEFITS

- **Monthly Salary Range:** \$7,661 (Approximate)
- **Medical:** The City provides share of cost coverage for employees and eligible dependents.
- **Dental and Vision:** The City provides a dental and vision care plan, with a small deductible for employees and eligible dependents.
- **Public Employees Retirement System (PERS):** The City provides 2% @ 55 retirement formula and also contributes the 7% employee contribution to the retirement system. The City does not participate in Social Security.
- **Life Insurance:** The City provides life insurance up to two times the annual salary.
- **Long-Term Disability:** The City provides coverage for the employee.
- **Holidays:** Four (4) floating and nine and one-half (9-1/2) fixed holidays per year.
- **Sick Leave:** Twelve (12) days per year, with unlimited accumulation.
- **Vacation:** Ten (10) to twenty (20) days per year depending on years of service
- **Administrative Leave:** Employees will be given 80 hours of administrative leave per calendar year prorated.
- **Deferred Compensation:** Up to \$15,000 annually may be deferred at the option of the employee. The City will also match up to 3% of the employee's salary.
- **Flexible Spending Account:** Employees may elect to participate in three options.

CITY EMPLOYMENT

The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. All qualified individuals are encouraged to apply for employment with the City of Lodi.

City of Lodi is authorized and required by the state of California to access state and local criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation.

Conditional job offers are subject to successful completion of a drug screen and/or physical. Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.



City of Lodi



*welcomes resumes for the
position of:*

Community Center Director

Monthly Salary: **\$7,661**
Final Filing Date: **January 26, 2007**