

RECREATION & COMMUNITY SERVICES SUPERVISOR

THE POSITION

The City of San Fernando is seeking an experienced and responsible Recreation and Community Services Supervisor. Under direction, plans, supervises and reviews the work of staff providing recreational, cultural and community programs.

IMPORTANT & ESSENTIAL DUTIES

The duties, qualifications, and guidelines listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here: SanFernando.Gov/Hiring-Now/#Job-Specs

- Plans, assigns, schedules, supervises, trains, coaches, and evaluates staff while promoting a high-performance, customer-focused, and safe work environment.
- Leads the development, implementation, administration, and evaluation of division programs.
- Represents the department with community organizations, schools, nonprofits, municipalities, and elected officials; develop partnerships, resolve concerns, and coordinates programs, events, contracts, and permits.
- Oversees recreation facilities and events.
- Develops and monitors program budgets, manages purchases and funding sources, maintains program records and applies for, and administers grants and reimbursements.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Knowledge Of:

- Principles, practices, policies, and procedures for managing recreational, cultural and community programs.
- Needs assessment, research methods, data analysis, program implementation, monitoring and evaluation techniques.
- Community resources, sponsorship opportunities, grant development and administration, contract monitoring, and financial/program reporting.
- Volunteer recruitment, training, supervision, recognition, and participant safety, including CPR and first-aid practices.
- Federal, state, and local laws and regulations, along with City policies, procedures, and labor contract requirements.
- Effective business communication and proper English usage, including grammar, spelling, and punctuation.
- Understanding of the San Fernando community, quality-of-life concerns, and local social and community needs.

Ability To:

- Plan, supervise, assign, review, and evaluate staff and oversee recreational, cultural, and community programs, projects, events, and facilities.
- Identify community needs and develop, administer, implement, and evaluate programs, goals, objectives, procedures and intervention strategies.
- Prepare clear reports and presentations.
- Work sensitively with diverse populations, use tact and diplomacy in difficult situations.

EDUCATION, TRAINING & EXPERIENCE

A typical way to obtain knowledge, skills and abilities would be the following:

Education:

- Graduation from an accredited four-year college or university with a major in recreation, physical education, human services, social services or a closely related field,

Experience:

- At least five years of responsible experience in community service or recreation-related program development or implementation; or an equivalent combination of training and experience, are required.

Licenses; Special Requirements:

- A valid California Class C Driver's License and ability to maintain insurability are required.
- Current CPR and first-aid certifications are required.
- Ability to speak Spanish is highly preferred and is required for some assignments.

Physical Demands:

Required to sit, walk and stand; talk and hear, use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds unaided.

Mental Demands:

Use written and oral communication skills; use basic math; learn and apply new information and skills; deal with changing deadlines, constant interruptions and multiple concurrent tasks; and frequent contact with customers and/or the public and dissatisfied/abusive individuals.

SALARY AND BENEFITS

Annual Salary: \$74,436 - \$92,196

Monthly Salary: \$6,203 - \$7,683

RETIREMENT California Public Employees Retirement System (CalPERS), 2% @55 formulas for classic members and 2% @62 for Classic members PEPR members. All are integrated with Social Security.

INSURANCE Cafeteria Plan with monthly flex dollar allowance to apply towards offered medical, dental, and vision plans for employee and eligible dependents. City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase available, with no medical questions asked.

VACATION Ranges from 10 days (80 hours) to 20 days (160 hours) depending on years of service.

SICK LEAVE 12 days per year. Partial payment of unused accumulated sick leave (over 800 hours).

HOLIDAYS 13 days per year.

BILINGUAL PAY \$100 per month upon passing bilingual (Spanish language) exam.

FLEXIBLE SPENDING ACCOUNT Voluntary program available to help with out-of-pocket healthcare and dependent care expenses.

LONGEVITY PAY SFPEA members receive an additional 3% after 10 YOS; a total of 4% after 20 YOS; and a total of 5% after 30 YOS.

TUITION REIMBURSEMENT Up to \$3,000 per fiscal year for approved courses.

EDUCATION INCENTIVE 2% for master's degree in related field from an accredited institution.

Recruitment Process	Tentative Dates
Application Screening	October 19-23, 2026
Professional Interview Panel	October 28, 2026
Department Head Interview	TBD

HOW TO APPLY

DOWNLOAD AN APPLICATION

- Visit SanFernando.Gov/Hiring-Now
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



SUBMIT APPLICATION OR QUESTIONS TO

City of San Fernando Human Resources Division
117 Macneil Street, San Fernando, CA 91340
HumanResources@SanFernando.Gov | (818) 898-1221

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

POSTED: 9/15/26

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Administrative Services, Community Development, Recreation and Community Services, City Clerk and City Manager's Office departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



INVITES
APPLICATIONS
FOR

RECREATION & COMMUNITY SERVICES SUPERVISOR

ANNUAL SALARY
\$74,436 – \$92,196
MONTHLY SALARY
\$6,203 – \$7,683

PLUS EXCELLENT BENEFITS

FILING DEADLINE
OCTOBER 16, 2026 – 5PM
APPLY IMMEDIATELY