



## CITY OF NEWPORT BEACH

The City of Newport Beach is one of Southern California's most picturesque and popular beach communities. Located in the center of coastal Orange County – with Los Angeles to the north and San Diego to the south – Newport Beach offers one of the finest climates in the Nation. The City is also known for its fine residential neighborhoods, strong business community, quality school system, vast recreational opportunities, beautiful beaches, excellent dining, and world class shopping districts.

As a charter city, Newport Beach is governed by a seven-member City Council, operating under a council/manager form of government with a 2020-21 operating budget of approximately \$307 million. The City employs 726 full-time employees and over 450 part-time and seasonal employees. Newport Beach has a history of impressive financial strength with current General Fund reserves exceeding \$50 million and currently holds a AAA implied General Obligation rating with three major rating agencies.



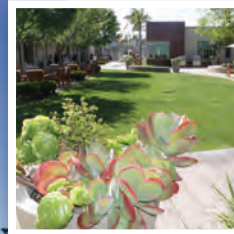
### THE SELECTION PROCESS

The selection process will begin with a complete evaluation of the application and supplemental materials. Candidates deemed the most qualified as reflected in their application materials will be invited to an oral interview and assessment that is tentatively scheduled for **Wednesday, December 2.**

The selected candidate will undergo an extensive background process including criminal history, driving record, military record, civil records check, past & current employers, education and reference checks. Please contact Human Resources at (949) 644-3256 if you have any questions.

#### THE FINAL FILING DATE IS

Thursday, October 29, 2020 at 5:00 p.m.  
Apply at [www.newportbeachca.gov/jobs](http://www.newportbeachca.gov/jobs).



*The City of Newport Beach is an equal opportunity employer and does not discriminate on the basis of any class protected by law.*

# The City of Newport Beach Invites Applications for:

RECREATION & SENIOR SERVICES DEPARTMENT

# SENIOR SERVICES Manager



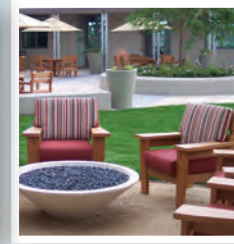
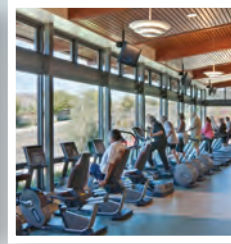
## RECREATION & SENIOR SERVICES DEPARTMENT

The Recreation & Senior Services Department oversees the use of the City's parks, beaches and recreational facilities while coordinating recreational and social opportunities that serve a population ranging from infants to those in their advanced years. Our mission is to enhance the quality of life by providing diverse opportunities in safe and well-maintained facilities and parks. We pledge to respond to community needs by creating quality educational, recreational, cultural and social programs for people of all ages. Our vision is: "To be your first choice for connecting People, Play and Programs!"

### OASIS

**OASIS, which stands for** Older Adult Social and Information Services, is a progressive senior center dedicated to meeting the needs of all seniors and their families. Many educational, recreational, cultural and social services are offered, and are aimed at helping older adults live an enriched, active and independent life.

The OASIS Senior Center is staffed by a core of professionals who are responsible for planning classes and activities, working with seniors in developing new and exciting programs, providing support services and counseling, and helping family members find aging related resources. The Center is fortunate to have a non-profit organization, Friends of OASIS, which provides both financial and volunteer support to the Center. The Center relies on volunteers to help in all aspects of the Center and boasts having over 25,000 hours of volunteer work a year.



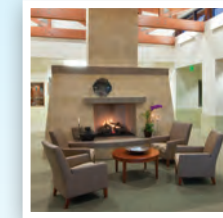
## THE IDEAL CANDIDATE

The Senior Services Manager serves as a member of the Recreation & Senior Services Department management team; manages, supervises and coordinates the programs, services and activities of the Senior Services Division including recreational programs, social services, special events, facility maintenance and operations.

The ideal candidate will possess strong administrative skills with a passion for serving older adults and has demonstrated the ability to organize, manage and implement comprehensive senior services, recreation and leisure time activities and specialized events. Equally important is the need for a positive role model who fosters a strong sense of teamwork, collaboration, integrity and loyalty within the city, department and the community.

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. Five (5) years of experience in the implementation of recreational and social services programs for senior citizens, including two (2) years of supervisory experience, combined with a bachelor's degree in gerontology, recreation administration, public administration, social work or closely related field, and a California driver's license is required. A Master's degree is desirable.

## COMPENSATION PACKAGE



The current salary range is \$8,836 to \$10,741 per month; starting salary will be commensurate with the selected candidate's qualifications. This position is exempt and covered by the Key & Management Compensation Plan, which includes the following competitive benefits package:

**Retirement:** California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between agencies. Classic employees receive a defined benefit pension based on the 2.5% @ 55 formula. Classic tier II employees, who have been in the CalPERS system and are new to the City of Newport Beach, will receive a 2% @ 60 formula. Employees new to the City and CalPERS, who do not belong to a reciprocal agency of CalPERS, will receive the tier III formula of 2% @ 62. Employees contribute 13% of pensionable income toward retirement costs.

- **Cafeteria Plan:** \$1,725 monthly cafeteria allowance to purchase medical, dental and vision insurance
- **Technology Allowance:** Monthly smart phone plan and equipment stipend
- **Flex Leave:** 156 hours up to a maximum of 260 hours annually based on years of service
- **Administrative Leave:** Up to 80 hours per calendar year at the discretion of the City Manager
- **Holidays:** Equivalent to 12 paid holidays per year
- **Life Insurance:** \$50,000 in City-paid coverage
- **Laborers' International Union of North America (LIUNA) Supplemental Retirement:** Employee contributes 3.22% of salary to this plan
- **Retiree Health Savings (RHS) Plan:** Employee contributes 1% of salary to this plan
- **Section 457 Deferred Compensation Plan:** Optional for employee contribution

