



CLASSIFICATION SPECIFICATION RECREATION SPECIALIST

JOB SUMMARY:

Under general supervision, the Recreation Specialist performs a variety of simple to moderately complex administrative duties; assists with the coordination and implementation of recreational programs and events; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Recreation Specialist provides administrative services to the Community Services Department. This class differs from a Recreation Coordinator due to the level of experience required and complexity of work performed.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plays a key role in the delivery of customer service in the front office and counter areas; receives and directs messages from incoming telephone calls, e-mails, and in person; refers telephone calls to appropriate City staff for further assistance as needed; and responds to inquiries, complaints, or requests for information and services from interested community groups and citizens regarding facility rentals, recreational programs, events, and other services.
- Processes passports; assists the Community Services Director with a variety of recreational programs and special projects; and maintains records and reports regarding recreational programs and services.
- Assists with the coordination and assigned programs related to senior, adult, and/or youth classes, activities, workshops, sports, contract classes, special events, and other related programs; assists with special events in Community Services and other City departments; and helps maintain records and reports regarding new and ongoing recreational programs and services.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Theories, principles, and practices common to the field of recreation and leisure services, office administration practices and procedures, and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; modern office methods, procedures, and equipment, including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and

practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Understand community needs in a variety of recreation areas and successfully implement activities according to those needs, and correctly interpret and apply general administrative and department policies and procedures.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion in dealing with sensitive situations and concerned people and customers.
- Understand and follow oral and written directions as provided; work at times with minimum supervision; create and edit a variety of documents; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- Bachelor's degree in recreation or leisure programs, public administration, or a closely related field is desirable.
- One year of experience in recreation and community services.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and at indoor and outdoor recreational facilities. Employee may travel to different locations and may be exposed to inclement weather conditions, noise, vibration, or dust. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: February 8, 2018