

Exhibit 2

City of Carson
Class Specification

City Council: Reso. No: 22-080
Bargaining Unit: AFSCME Local 809
FLSA: Non - Exempt

ASSISTANT RECREATION COORDINATOR (RESERVATIONS)

Job Summary:

Under general supervision, assists in the City's recreation reservations program and assists special event logistics; and to perform related duties as required.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists in planning and organizing of the City's recreation reservations program and assists with special events logistics.
2. Response to inquiries to the program, including information regarding schedules, expenditures, utilization of facilities and equipment.
3. Keeps inventory and oversees the maintenance of all reservations program equipment.
4. Enforces rules and regulations to assure the safety and welfare of participants.
5. Assists in the preparation and monitoring of the reservations program budget.
6. Drafts promotional materials to promote the reservations program and generate revenue.
7. Processes reservations, collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
8. Assists in training, scheduling, and evaluating part-time employees.
9. Maintains routine records related to the rental of facilities and reservations program equipment.
10. Attends various meetings and training seminars.
11. Orders equipment and supplies.
12. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

1. Two (2) years of college level courses in recreation or related field.
2. And, one (1) year of experience assisting with and/or planning and coordinating recreation services, facilities and/or equipment.
3. Additional relevant experience may be substituted for the required two (2) years of college on a year-for-year basis.

Knowledge of:

1. Applicable rules, practices, and procedures regarding the rental of City facilities and equipment.
2. Principles of training and evaluation.
3. Programs' goals and objectives.
4. Program organization and development techniques.
5. Community resources, needs, and limitations.

6. Basic budgeting practices and procedures.
7. Basic purchasing practices and contract administration.
8. City organization, operations, policies, and objectives.
9. Office practices and procedures.
10. General inventory procedures and techniques.
11. Cash/payment receipt procedures.

Skill and/or Ability to:

1. Develop promotional strategies, techniques, and materials used in attracting the public.
2. Interpret, apply, and explain related rules, policies, and procedures.
3. Maintain accurate records and prepare clear and concise reports.
4. Anticipate, schedule and coordinate equipment, operations and service needs for a variety of events.
5. Effectively communicate orally and in writing.
6. Effectively use a Window-based computer system, using Microsoft Office Suite, and an Online Registration software (i.e. ActiveNet)
7. Establish and maintain effective working relationship with others.
8. Train, supervise, and evaluate staff.
9. Provide effective customer service

License and Certificates:

1. Possession of valid California Class C Driver License. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.
2. Possession of valid Red Cross standard certificates in First Aid and CPR within the first year of employment.
3. Forklift certification required within the first year of employment.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

1. The work is regularly performed in a fast-paced work environment with many interruptions from telephones, employees and the public.
2. Walking, standing, kneeling, bending, reaching and lifting up to 50 pounds.
3. Direct interaction with program clients and other staff members through verbal, virtual and in-person means.
4. Required to work evenings and weekends.
5. May be required to work in inclement weather conditions.
6. May be required to work around loud noise.
7. May be required to work indoors and outdoors
8. May be required to use city and/or personal vehicle in the course of employment.