

City of Carson	City Council: Reso. No:
Class Specification	Bargaining Unit: AFSCME Local 809
	FLSA: Non-Exempt
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RECREATION ~~RESERVATIONS PERMITS~~ COORDINATOR I ~~(RESERVATIONS)~~

Job Summary:

Under general supervision, ~~of the Recreation Program Manager,~~ plans, organizes, and supervises the City's recreation ~~permits-reservations (includes permits for internal and external customers)~~ program ~~and assists special event logistics; and to perform related duties as required.~~

Distinguishing Characteristics The Recreation Reservations Coordinator I is the entry level classification in the two-level job series. Incumbents in this classification perform the full range of duties of the class, but without the independence or full responsibility expected of the Recreation Reservations Coordinator II position.

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~~This is the first experienced level class in the Recreation Coordinator I (Reservations) Job Series. Incumbents typically have appropriate specialized training with job related experience. Employees within this class are distinguished from Recreation Coordinator II (Reservations) by the performance of the work assigned to the journey level, but without the independence or full responsibility expected of positions at the journey level. Assignments are generally limited in scope and are set within a procedural framework established by the supervisor. As experience increases, the incumbent performs with increasing independence and becomes proficient by demonstrating those skills necessary to perform as an Recreation Coordinator II (Reservations).~~

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. Plans, organizes, and supervises the City's recreation ~~permits-reservations~~ program ~~and assists with special events logistics.~~
2. Reports on public response to the program, including information regarding schedules, expenditures, utilization of facilities and equipment.
3. Keeps inventory and oversees the maintenance of all ~~permits-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 ~~permits-reservations~~ program budget.
6. Drafts promotional materials to promote the ~~permits-reservations~~ program and generate revenue.
7. Provides information to and consults with the public.
8. Processes ~~permits-reservations~~, collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
9. May order equipment and supplies.
10. Recruits, ~~hires,~~ trains, schedules, supervises and evaluates part-time employees.

Commented [PD1]: Hiring is a function of the Department's Director

11. Maintains routine records related to the rental of facilities and ~~permits-reservations~~ program equipment.
12. Attends various meetings and training seminars.
13. 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:

- ~~Graduation from an accredited college with an Associate's degree in recreation or related field.~~
- ~~And two (2) years of full-time experience assisting with and/or planning and coordinating recreation services, facilities and/or equipment, paid experience in recreation which includes recreation permit processing.~~
- ~~Additional relevant experience may be substituted for the required degree. Experience and/or education in a related field may be substituted on a year-for-year basis, up to one (1) year.~~

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history –

Education:

- Associates Degree from an accredited college or university in Recreation, Business Management/Administration, Public Administration or related field required.
- Bachelor's degree from an accredited college or university with major course work in Recreation, Business Management/Administration, Public Administration or a related field highly preferred.

Experience:

Two (2) years of paid work experience (preferably in related area as stated above (required)).

Knowledge of:

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

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Commented [PD2]: Experience and education ought to have equal weight. As such, applicants must have at least one year of relative experience and at least one year of related college studies.

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Recreation Reservations Coordinator I (Reservations)

- ~~7.~~ Basic purchasing practices and contract administration.
- ~~8.~~ City organization, operations, policies, and objectives.
- ~~Personal computer software and hardware.~~
- Office practices and procedures.
- ~~General recordkeeping practices.~~
 - Interpersonal skills, using tact, patience and courtesy.
 - General inventory procedures and techniques.
- Cash/payment receipt procedures.
- Basic knowledge of recreation facilities.

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. Identify and analyze problems and take effective corrective action. Anticipate, schedule and coordinate equipment, operations and service needs for a variety of events.~~
- ~~5.~~ Effectively communicate orally and in writing.
- ~~6. Operate computers and related software. Effectively use a Window-based computer system, using productivity software (i.e. Office 365) Word, Excel, and an Online Registration software (i.e. ActiveNet)~~
- ~~7.~~ Utilize financial software (i.e. Tyler Munis)
- ~~8.~~ Establish and maintain effective working relationship with others.
- ~~9.~~ Train, supervise, and evaluate staff.
- ~~10.~~ Provide effective customer service

License and Certificates:

~~Possession of valid California Class C driver's 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.~~

~~Possession of valid Red Cross standard certificates in First Aid and CPR within the first year first six (6) months of employment.~~

~~Forklift certification required within the first yearsix (6) months of employment.~~

~~Possession of valid California Class C driver's 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.~~

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. Physical demands include walking, standing, kneeling, bending, reaching and lifting up to 50 pounds.
3. Frequently responds to inquiries and complaints from clients, patrons and staff.

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Commented [PD3]: This is a must since the position interacts with the public.

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Commented [PD4]: If this position will be in charge of reservations at the various recreation facilities, then the incumbent must maintain Knowledge of recreation facilities.

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Recreation Reservations Coordinator I(Reservations)

- ~~1. Require the mobility to stand, walk, stoop, kneel, crouch, reach and bend.~~
- ~~2. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.~~
- ~~3. Perform lifting, pushing and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.~~
4. Required to work holidays, evenings and weekends.
5. ~~Is subject to inside and outside environmental~~May be required to work in inclement weather conditions.
6. May be required to work around loud noise.
- ~~6-7.~~ May be required to use city and/or personal vehicle in the course of employment.
- ~~7. May be required to work weekends and/or evenings.~~

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