

City of Carson	City Council: Reso. No:
Class Specification	Bargaining Unit: AFSCME
	FLSA: Non - Exempt

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RECREATION ~~RESERVATIONS PERMITS~~ COORDINATOR II (~~RESERVATIONS~~)

Job Summary:

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

Supervision Exercised:

~~Exercises technical and/or functional supervision over staff, as assigned.~~

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. The Recreation Reservations Coordinator II is the journey level class. Incumbents in this classification work independently and exercise judgment and initiative, which requires substantial knowledge and understanding of the functions, policies, and procedures of the City's Community Services/Parks & Recreation programs. To advance to Recreation Reservations Coordinator II, employees in the Recreation Reservation Coordinator I classification must complete one (1) year of actual work or service in the Recreation Reservations Coordinator I classification, must meet the minimum qualifications for Recreation Reservations Coordinator II role and meet the Job Series guidelines.~~

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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.

Recreation Reservations Coordinator II (Reservations)

10. Recruits, ~~hires~~, trains, schedules, supervises and evaluates part-time employees; ~~and provides lead directions to Recreation Reservations Coordinator I incumbents-~~
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 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 on a year-for-year basis.~~

~~Current employment with the City of Carson as a Recreation Reservations Coordinator I for at least one full calendar year.~~

~~And, successfully completing the required Job Series required testing.~~

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/Adminstration, 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)).~~

Recreation Coordinator (Reservations)**Knowledge of:**

- ~~•1. Applicable rules, practices, and procedures regarding the rental of City facilities and equipment.~~
- ~~•2. Principles of supervision, training, and evaluation.~~

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Commented [PD1]: Since this is part of a job series, the only way for an employee to promote into this role is through a job series.

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Recreation Reservations Coordinator II (Reservations)

- 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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- 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.
- 9. Interpersonal skills, using tact, patience and courtesy.
- 10. General inventory procedures and techniques.
- Cash/payment receipt procedures.
 - Basic-Advanced 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 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-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.

Possession of valid Red Cross standard certificates in First Aid and CPR-within the first year of employment.

Forklift certification required within the first year 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:

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Recreation Reservations Coordinator II (Reservations)

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.
4. 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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