



Recreation Specialist

Class Code:
16012

Bargaining Unit: AFSCME

CITY OF RAMSEY

Established Date: Jun 25, 2019

Revision Date: Jun 26, 2019

SALARY RANGE

\$21.34 Hourly

PRIMARY OBJECTIVE OF POSITION:

Working under the general guidance and direction of the Parks & Assistant Public Works Superintendent, this position will assist in the development of diverse annual recreational programs serving all ages and demographics. This position will work to develop programs, organize content, and engage public and private providers, as well as creating mechanisms for evaluating offerings and making recommendations for future years.

This is a part-time twenty (20) hours per week position; there is flexibility within the Monday - Friday / 8:00 a.m. to 4:30 p.m. schedule (hours & days worked) subject to supervisor approval. Longer hours are required on Thursdays during the run of the Summer Concert Series. This individual is required to attend the once-per-month Park and Recreation Commission meeting. Paid leave benefits are pro-rated based on hours worked per week.

****This is an AFSCME Union Position****

MINIMUM QUALIFICATIONS:

The successful applicant must possess the following minimum qualifications:

- Must be at least 18 years of age or older
- Must have a high school diploma or equivalent
- Must have a valid driver's license with a good driving record
- Must have three (3) years' of related experience in a responsible administrative support position; equivalent combination of education and experience will be considered

- Must have proven Microsoft applications experience (Word, Excel, PowerPoint & Outlook)

DESIRED QUALIFICATIONS

- Possess an Associates' or Bachelor's degree in Parks and Leisure Services; Public Administration, Business Administration, Community Development or related field
- Experience leading recreational events and programs
- Experience designing and implementing recreational curriculum
- Experience using InDesign, Publisher or Photoshop
- Experience with any online registration systems

RESPONSIBILITIES:

1. Assist in all aspects of the development, marketing, implementation, and evaluation of municipal recreation program and events
2. At the direction of the Parks & Assistant Public Works Superintendent, assist the Communications & Events Coordinator in generating social media promotional posts and communications for recreation programs and events
3. Use, prepare and maintain detailed notes and outlines on work performed and programs developed
4. Coordinate, purchase, organize and gather, and deliver supplies, documents and schedules for programs and events
5. Provide staff support including data entry, phone calls, program registration, reports, records management in a timely manner
6. Fill in as needed at programs and events. Assist with supervision, periodic check in and leadership of programs, seasonal staff and events
7. Attend and oversee all ten (10) of the Thursday Evening Summer Concert Series events, which includes contract administration
8. Attend the once-per-month Parks and Recreation Commission meetings (2nd Thursday of each month)
9. Serve as back-up to the Public Works Administrative Assistant with Park Facility rentals, bike, bike locker and kayak rentals, and general Park & Recreation / Public Works walk-in questions

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read and understand correspondence, memoranda and materials
2. Ability to effectively represent the organization, department, and administrative operations to management and the public
3. Ability to facilitate effective presentations at public meetings
4. Demonstrated effective written and oral communication skills

5. Ability to act in a decisive manner, using good judgment. Must be able to assess problems and situations, and be able to anticipate needs and evaluate alternatives
6. Must have working knowledge in the use of calculators, personal computers, printers and other office equipment and working knowledge of computer software
7. Must represent the organization to other agencies, staff, and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact
8. Ability to work effectively and respectfully with department heads, elected officials, staff and others
9. Ability and knowledge to be able to produce quality, accurate work. Must be able to utilize work time properly and productively. Must have the ability to handle detail, meet deadlines and follow through in the completion of projects
10. Must have strong organizational skills and the ability to accurately record documents, publications and various records for official purposes
11. Ability to work effectively under pressure and to competently handle a number of different tasks in a single period of time
12. Ability to plan and perform duties with only general minimum supervision
13. Ability to perform essential position functions under the working conditions as described
14. Ability to work evenings and weekends (if scheduled)

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Standing
- Walking
- Lifting
- Pushing / Pulling
- Carrying
- Kneeling
- Crouching
- Bending at waist
- Reaching
- Handling Objects
- Use of Arm Muscles over Extended Periods
- Use of Leg Muscle over Extended Periods

This job requires employees to be able to lift and carry up to 40 pounds without assistance.

The following are the working conditions of this position:

- Working Outdoors
- Working Indoors
- Operating motor vehicles
- Driving a City vehicle or personal vehicle

- Driving is an essential function of this job