

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Recreation Specialist

DEPARTMENT: Public Works

POSITION TITLE OF IMMEDIATE SUPERVISOR: Parks & Assistant Public Works Superintendent

SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING: No

FLSA STATUS: Non-Exempt

PRIMARY OBJECTIVE OF POSITION:

Working under the general guidance and direction of the Parks & Assistant Public Works Superintendent, this position facilitates the development and ongoing administration of diverse annual recreational programs serving all ages and demographics. This position develops programs, organizes content, and engages public and private providers, as well as creates and maintains methods for evaluating offerings for consideration in future programming.

RESPONSIBILITIES:

1. Perform all aspects of the development, marketing, implementation, and evaluation of municipal recreational programs and related events
2. Evaluate related contracts for accuracy, completeness, and fair pricing; review and prepare invoices for approval by the Parks & Assistant Public Works Superintendent
3. Create online event registrations and generate social media promotional posts for said activities
4. Use, prepare and maintain detailed notes and outlines on work performed and programs developed
5. Coordinate, purchase, organize, gather, and deliver supplies, documents and schedules for programs and recreational events
6. Provide staff support including data entry, phone calls, program registration, reports, records management in a timely manner
7. Fill in as needed at programs and recreational events. Assist with supervision, periodic check in and leadership of programs, seasonal staff and recreational events

8. Develop, plan, oversee and attend all ten (10) of the Thursday Evening Summer Concert Series events, which includes contract administration
9. Attend and occasionally provide presentations at the once-per-month Parks and Recreation Commission meetings (2nd Thursday of each month)
10. 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

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of recreational principals and programming
2. Ability to read and understand correspondence, memoranda and materials
3. Ability to effectively represent the organization, department, and administrative operations to management and the public
4. Ability to facilitate effective presentations at public meetings
5. Demonstrated effective written and oral communication skills
6. Ability to act in a decisive manner, using good judgement. Must be able to assess problems and situations, and be able to anticipate needs and evaluate alternatives
7. Must have working knowledge in the use of calculators, personal computers, printers and other office equipment and working knowledge of computer software
8. 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
9. Ability to work effectively and respectfully with department heads, elected officials, staff and other agencies. Ability to work as team member
10. 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
11. Must have strong organizational skills and the ability to accurately record documents, publications and various records for official purposes
12. Ability to work effectively under pressure and to competently handle a number of different tasks in a single period of time
13. Ability to plan and perform duties with only general minimum supervision
14. Ability to perform essential position functions under the working conditions as described
15. Ability to work evenings and weekends (if scheduled)

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 and Outlook)

DESIRED QUALIFICATIONS

- Possess a Bachelors' 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

Created December 2018

Updated June 2019

Updated March 2021

JOB ACTIVITY REQUIREMENTS
Recreation Specialist

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing	x			
2	Sitting	x			
3	Walking	x			
4	Lifting	x			
5	Pushing / Pulling	x			
6	Carrying	x			
7	Climbing				x
8	Kneeling		x		
9	Crawling		x		
10	Crouching		x		
11	Bending at waist		x		
12	Reaching	x			
13	Handling Objects	x			
14	Repetitive Hand Motion	x			
15	Use of Arm Muscles over Extended Periods			x	
16	Use of Leg Muscles over Extended Periods		x		
17	Overhead Work			x	
18	Stationary desk or bench work	x			

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

Job working conditions		
		Yes No
1	Working Outdoors	x
2	Working Indoors	x
3	Operating dangerous equipment	x
4	Operating motor vehicles	x
5	Providing work direction to other employees	x
6	Working with chemicals	x
7	Working near fumes and vapors	x
8	Driving a City vehicle or personal vehicle	x
9	Driving is an essential function of this job	x
10	Subject to random DOT drug and alcohol testing	x