

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Administrative Services Director *DST*

DATE: August 26, 2010 (CC Meeting of 9/1/10)

SUBJECT: Consider Resolution Amending Classification Plan and Rescinding Resolution No. 2009-2879

BACKGROUND AND DISCUSSION

An amendment to the Classification Plan is proposed as a follow-up to the City Council's approval of a staff reorganization plan for multiple positions at the July 21, 2010, regular City Council meeting.

The revisions to the Classification Plan include new job descriptions for City Clerk and Recreation Superintendent and modifications to the job descriptions for Administrative Specialist, Deputy City Manager, Parks and Recreation Director, Recreation/Community Services Manager, and Recreation Supervisor to address changes in responsibilities and provide flexibility in job assignments. In addition, minor editorial corrections will be made to several other job descriptions to revise department and division names to be current. Only the job descriptions for Administrative Specialist, City Clerk, Deputy City Manager, Parks and Recreation Director, Recreation/Community Services Manager, Recreation Superintendent, and Recreation Supervisor are attached to the draft resolution included with this report. Changes to job descriptions are shown through the use of legislative format. The final resolution will include all of the City job descriptions, incorporating the attached new and revised job descriptions and incorporating other minor editorial corrections as described.

FISCAL IMPACT

No fiscal impact.

STAFF RECOMMENDATION

Adopt Classification Plan Resolution No. 2010-_____.

Attachment: Draft Classification Plan Resolution

RESOLUTION NO. 2010-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, ESTABLISHING A REVISED CLASSIFICATION PLAN AND JOB DESCRIPTIONS FOR NON-COMPETITIVE, COMPETITIVE SERVICE, AND HOURLY EMPLOYEES AND RESCINDING RESOLUTION NO. 2009-2879

WHEREAS, the City Council adopted Resolution No. 2009-2879 on November 18, 2009, establishing a revised classification plan and job descriptions for Non-Competitive and Competitive Service employees; and

WHEREAS, the Council has determined that the City's Classification Plan should be amended to include new job descriptions for City Clerk and Recreation Superintendent; modify the job descriptions for Administrative Specialist, Deputy City Manager, Parks and Recreation Director, Recreation/Community Services Manager, and Recreation Supervisor to address changes in responsibilities and provide flexibility in job assignments; and to make editorial corrections, including changing department and division names to be current.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. All job descriptions attached as Exhibit A to this resolution are hereby adopted into the City's Classification Plan;

SECTION 2. The City Manager shall have the authority to make temporary additions or deletions to the Classification Plan in the interest of efficient and effective administration of the Plan. Such alterations shall not become an approved part of the Plan until adoption by City Council resolution.

SECTION 3. Resolution No. 2009-2879 is hereby rescinded.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 1st day of September, 2010.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, Assistant City Clerk

Exhibit A: Classification Plan Job Descriptions

EXHIBIT A

City of Moorpark Classification Plan and Job Descriptions

ADMINISTRATIVE SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, perform a wide variety of administrative and analytical duties, including research, analysis, program development, report writing, and grant administration; oversee assigned administrative processes, procedures and programs; and provide information and assistance to the public regarding assigned programs and services. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from various management staff.

May exercise lead worker supervision over technical or clerical staff, administer contracts and monitor performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume responsibility for monitoring and administering assigned program areas and assigned administrative support functions including budget; may direct the work activities of assigned clerical and technical personnel or other subordinate staff, participate in employee selection, prioritize and coordinate work assignments, review work for accuracy.
2. Provide responsible staff assistance and support to assigned management staff and department or program area.
3. Assist in developing and implementing operational, administrative, program, and other policies and procedures; assist in contract negotiations, preparation, and administration.
4. Assist with the analysis and preparation of assigned budget(s); assist in maintaining and monitoring of appropriate budgeting controls; prepare various financial reports as required.

5. Collect, compile, and analyze information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
6. Assist in administering maintenance and service contracts and insurance; develop requests for proposals; conduct research on specifications.
7. Prepare and monitor grant programs, related proposals, and grant progress reports.
8. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.
9. Participate in special projects and studies including research of new programs, and services, and software; budget analysis and preparation, and feasibility analyses; prepare and present reports.
10. Assist in preparation of ordinances, resolutions, and other supporting program documents; assist in preparing and monitoring program grants and related proposals; assist in implementing new software.
11. Assist in developing and design departmental, operational and administrative procedures or forms as required.
12. Participate in various committees; attend and participate in professional group meetings.
13. Make oral and written presentations to the City Council, staff, the public and professional groups.
14. Assist with risk management responsibilities, including monitoring contracts and agreements, insurance review, cost recovery for City property damage, insurance, underwriting reporting, and safety inspections.
15. May perform all of the essential functions of the Deputy City Clerk I and II job classification.
16. May serve as a liaison with public and private organizations, community groups and other social organizations; make presentations as required.
17. May draft press releases, newspaper articles, public service announcements and newsletters.

Marginal Functions:

- ~~1. May serve as a liaison with public and private organizations, community groups and other social organizations; make presentations as required.~~
- ~~2. May draft press releases, newspaper articles, public service announcements and newsletters.~~
- ~~3. May participate in contract administration with outside consultants and developers.~~
41. May perform or assist in preparation of program and employee performance evaluations.
52. Serve as emergency response worker as necessary.
63. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of mathematics and statistics.
Principles of supervision, training and performance evaluation.
Principles and practices of budget administration.
Principles and practices of contract administration.
Methods of research, program analysis, and report preparation.
Policies and procedures of the assigned department.
Public relations techniques.
Principles and procedures of accounting and procurement practices.
English usage, spelling, grammar and punctuation.
Modern office procedures, methods and equipment.
Research, analytical techniques and the public policy development theory.
Federal, State and local laws, codes and regulations.

Ability to:

Perform complex administrative and analytical activities for assigned programs.
Independently perform administrative and analytical activities in the area of work assigned.
Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.
Interpret and apply administrative and departmental policies and procedures.
Effectively manage contracts and evaluate the work of contractors.
Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
Research, analyze, and evaluate programs, policies, and procedures.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.

- Prepare clear and concise reports.
- Operate and use modern office equipment including typewriter, fax machine or fax/modem, personal computer or terminal, printers and copiers.
- Enter data on a computer at a speed necessary for successful job performance.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Research and prepare effective grant proposals.
- Independently prepare correspondence and memoranda.
- Communicate clearly and concisely, both orally and in writing.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible administrative and analytical experience preferably within a local government environment.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field. One year of the education requirement may be substituted with ~~two~~three years of responsible administrative and analytical work experience.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment and field environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing, bending, kneeling, squatting, or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium lifting, carrying, pushing and pulling; climbing; balancing; stooping; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

CITY CLERK

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of responsible and complex administrative and analytical duties; to attend City Council meetings and have primary responsibility for preparation of minutes, ordinances, and resolutions; to plan, direct and coordinate record retention and destruction; to assist with the election process including responsibility for Political Reform Act filings; and to perform all assigned statutory duties and responsibilities of the City Clerk. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager, Assistant City Manager, or Deputy City Manager.

Exercises direct and primary supervision over technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform the responsibilities of the City Clerk as established by State law and City Municipal Code and as assigned by the City Manager.
2. Plan, organize, direct and participate in the work involved in maintaining official City documents and records including agendas, minutes, ordinances, resolutions, contracts, agreements, deeds and other legal documents and official records of the City Council, Redevelopment Agency and subsidiary authorities.
3. Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and surety documents, minutes and legal library; certify copies as required.
4. Provide responsible staff assistance and support to the City Manager, Assistant City Manager, or Deputy City Manager.
5. Act as custodian of the City's seal, vital documents and records; supervise the management of the City's computerized records management program and indexing and filing systems; develop, coordinate and supervise the City-wide records storage system; ensure compliance with appropriate guidelines for records retention and disposition.

6. Coordinate and attend meetings of the City Council and Redevelopment Agency; coordinate and participate in the preparation, review, and editing of City Council and Redevelopment Agency agenda, minutes, and staff reports; ensure compliance with legal requirements.
7. Receive and process formal petitions relating to affidavits of candidacy, campaign contribution and expenditure reports, financial disclosure statements, initiatives, referendums or recalls; examine and certify results; receive and process petitions pertaining to the City.
8. Coordinate and conduct all regular and special municipal elections; prepare appropriate resolutions and ordinances for Council adoption; prepare all forms necessary for candidates to run for office; research election laws; administer all election-related processes, initiatives, recalls and referendums.
9. Compose and oversee the preparation of resolutions, ordinances, commendations, proclamations, reports and correspondence to citizens, legislators and various agencies; compose administrative and legislative policies for City Council and City Manager approval.
10. Oversee and coordinate the compilation and indexing of the legislative history as required by law; attest, publish, index and file ordinances and resolutions; monitor outstanding pending actions directed by the City Council; notify appropriate officials of pending expirations of contracts and agreements, insurance certificates and various forms of surety.
11. Oversee legal publishing, posting and mailings; including for public hearings.
12. Receive and file claims, subpoenas and summons; prepare and certify information and/or provide disposition.
13. Administer oaths, affirmations, acknowledgments and certifications.
14. Coordinate public bid process; publication of notice; open and process bids; ensure compliance with established guidelines.
15. Ensure compliance with legal requirements for record retention and destruction, assist with preparation and updating of City's records retention schedule, and administer the storage, retrieval and destruction of documents.
16. Participate in the development, implementation and monitoring of goals, objectives and policies for the City Clerk's Division.
17. Assist with the development and administration of the City Clerk's Division budget.
18. Supervise, train and evaluate employees as assigned and assist in their selection.
19. Compile, organize and interpret data, write reports and prepare correspondence.

20. Analyze administrative and operational situations and recommend change as needed.
21. Operate a personal computer, printer and applicable software to independently produce correspondence, memoranda, reports and other materials.
22. Assist in developing and design or departmental, operational and administrative procedures or forms as required.
23. Make oral and written presentations to the City Council, staff, the public and professional groups.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Applicable federal and state laws and regulations, including the Political Reform Act, Ralph M. Brown Act, and Public Records Act.
Principles, practices and techniques of public records management including document imaging and applicable laws regarding records retention and destruction requirements.
City government structure and processes.
Effective public contact and public relations techniques and practices.
Bid procedures for public agency projects.
Analysis and research methods and techniques.
Principles of supervision, training and performance evaluation.
English usage, spelling, grammar and punctuation.
Modern office procedures, methods and equipment
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Perform complex administrative and analytical activities for assigned programs.
Independently perform administrative and analytical activities in the area of work assigned.
Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.
Interpret and apply administrative and departmental policies and procedures.
Effectively manage contracts and evaluate the work of contractors.
Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
Research, analyze, and evaluate programs, policies, and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.

Prepare clear and concise reports.

Operate and use modern office equipment including typewriter, fax machine or fax/modem, personal computer or terminal, printers and copiers.

Enter data on a computer at a speed necessary for successful job performance.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Independently prepare correspondence and memoranda.

Communicate clearly and concisely, both orally and in writing.

Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible managerial or administrative experience in municipal government, records management, office management, or a related field, including a minimum of three years City Clerk's office experience and two years of supervisory responsibility.

Training:

Education required is equivalent to a Bachelors degree from an accredited college or university with major course work in Public or Business Administration or a closely related field. One year of the education requirement may be substituted with five years of responsible and related work experience in a City Clerk's office.

License or Certificate:

Possession of or ability to obtain, an appropriate, valid Municipal Clerk certification.

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; light to medium lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

DEPUTY CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide highly responsible and complex administrative support to the City Manager; may be appointed to serve as a department head or supervise a department head position with responsibility to plan, direct, manage, and oversee any of the following functions, as determined by the City Manager: active adult programs, administrative services, affordable housing programs, animal and vector control, city clerk, community development, community services, finance and accounting, economic development and redevelopment, emergency preparedness, legislation monitoring, parks and facilities, public works, recreation, solid waste and recycling, and special projects as assigned. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct and primary supervision over management, supervisory, professional, technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. May serve as acting City Manager in the City Manager's and Assistant City Manager's absence consistent with written authorization of the City Manager.
2. Provide highly responsible and complex staff assistance and support to the City Manager.
3. May be appointed by City Manager to serve as the Redevelopment Agency Assistant Executive Director.
4. May be appointed by the City Manager to serve as the Administrative Services Director, Community Development Director, Finance Director, Parks and Recreation Director, or other department head position.
5. May be appointed to perform the Personnel Officer responsibilities of the City's Personnel Rules for Competitive Service Employees and to serve as the City's Risk Manager.
56. May oversee management of City finance and investment activities, the budget, accounting, purchasing, business registration, and special assessment districts.

67. May plan, manage, and oversee economic development, redevelopment, affordable housing, community development, capital projects, emergency preparedness, legislation monitoring, and cable television, utility and other franchise agreements.
- ~~7. May develop and administer the City's emergency preparedness and response program; coordinate and implement community efforts and programs; coordinate emergency response training; represent the City on regional emergency preparedness and response related issues; ensure readiness of the City's EOC facility; coordinate the City's effort to obtain FEMA/OES disaster reimbursement following a disaster.~~
8. May manage the City's legislative monitoring program and develop the annual legislative program; research proposed legislation and strategies with appropriate staff; attend hearings, testify and prepare reports as needed.
9. May oversee and administer certain contracts for the provision of services to City, such as law enforcement and building and safety.
10. Manage the development and implementation of goals, objectives, policies, and priorities for each assigned service area.
11. Recommend, within City policy, appropriate service and staffing levels, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, and allocate resources accordingly.
12. Plan, direct, and coordinate, through subordinate level staff and private contractors, the work plan for each assigned service area; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
13. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
14. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
15. Oversee and participate in the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies for assigned service areas; and implement budgetary adjustments as appropriate and necessary.
16. Explain and interpret City department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

17. Represent the City of Moorpark to the public, elected officials and outside agencies; coordinate activities with other departments, outside agencies, and organizations.
18. Participate on a variety of boards, commissions, and committees; provide staff support to assigned boards and commissions.
19. Oversee planning and implementation of special projects and assigned capital improvement projects.
20. Prepare staff reports, resolutions, ordinances, contracts, agendas, correspondence, and other related documents, and make verbal staff presentations.
21. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government administration and privatization.
22. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
23. May oversee the City's computer and telephone systems and data processing; respond to communication technology issues.
24. May supervise the City Clerk and perform all of the essential functions of a Deputy City Clerk if appointed consistent with Sections 40813 and 40814 of the Government Code, or may perform the responsibilities of the City Clerk job classification if appointed by the City Manager.

Marginal Functions:

1. Serve as emergency response worker as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal service delivery program.

Management skills to analyze programs, policies and operational needs.

Negotiation strategies.

Principles and practices of contract administration.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Purchasing procedures and practices.

Modern office procedures, methods and equipment.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Provide administrative and professional leadership and direction.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Plan, organize, direct and coordinate the work of support staff.
- Select, supervise, train and evaluate staff.
- Effectively manage contracts and evaluate the work of contractors.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of a comprehensive municipal government.
- Identify and respond to community issues, concerns and needs related to area of responsibility.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
- Develop and administer departmental goals, objectives, and procedures.
- Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in municipal government, including a minimum three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, economics, urban planning, engineering, government or a related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

PARKS AND RECREATION DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Parks, and Recreation Department including the following Divisions: Active Adult Center, ~~Community Services, Facilities, Library, Lighting & Landscaping Maintenance~~ Assessment Districts, Park Maintenance and Improvement, and Recreation, ~~Solid Waste/AB 939, and Vector/Animal Control~~; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct and primary supervision over management, supervisory, professional, technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all Parks and ; Recreation, ~~and Community Services~~ Department services, programs, and activities, including all contract administration, development and maintenance of parks; development and provision of recreation services; special event planning, facilities development and maintenance; building security; creation and management of lighting and landscape maintenance assessment districts; landscape maintenance for City-owned property; management of City tree inventory and tree removal permits; management of Active Adult Center and development and provision of active adult/senior citizen services; and Art in Public Places; management of City Library ~~and development and provision of library services, solid waste and recycling programs, and vector control and animal control programs and services.~~
2. Recommend and administer policies and procedures.
3. Provide responsible staff assistance and support to the City Manager.
4. Manage the development and implementation of Parks and , Recreation, ~~and Community Services~~ Department goals, objectives, policies, and priorities for each assigned service area.

- 5. ~~Administer the City's solid waste and recycling franchise agreements including rate review and contract negotiation; develop bid specifications and service contracts.~~
- 65. Recommend, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- 76. Plan, direct and coordinate, through subordinate level staff and private contractors, the Parks ~~and~~, Recreation, ~~and~~ Community Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- 87. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- 98. Select, train, motivate and evaluate Parks ~~and~~, Recreation, ~~and~~ Community Services Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- 109. Oversee and participate in the development and administration of the Parks, ~~and~~ Recreation, ~~and~~ Community Services Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- 110. Explain and interpret Parks, ~~and~~ Recreation, ~~and~~ Community Services Department programs, policies, activities and contracts with private service providers; negotiate and resolve sensitive and controversial issues.
- 121. Represent the Parks, ~~and~~ Recreation, ~~and~~ Community Services Department to other City departments, elected officials and outside agencies; coordinate Department activities with those of other departments and outside agencies and organizations.
- 132. Provide staff support to a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- 143. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal service delivery and privatization.
- 154. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- 15. Other assigned areas of responsibility may include the following: City Library and development and provision of library services; City Arts Center and community

theater programs; solid waste and recycling programs, and vector control and animal control programs and services.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of facilities and landscape maintenance.
Operations, services and activities of a comprehensive municipal community service delivery program.
Principles and practices of Parks and Recreation and Active Adult/Senior Citizen program administration.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Methods, equipment, materials, and supplies used in the maintenance and construction of City parks.
Horticulture suitable to the area.
Management skills to analyze programs, policies and operational needs.
Principles and practices of municipal budget preparation and administration.
Principles and practices of contract administration.
Purchasing procedures and practices.
Modern office procedures, methods and equipment.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Plan, organize, direct and coordinate the work of lower-level staff.
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Lead and direct the operations, services and activities of ~~Active Adult Center, Community Services, Facilities, Library, Lighting & Landscaping Maintenance Assessment Districts, Park Maintenance and Improvement, Recreation, Solid Waste/AB 939, and Vector/Animal Control Divisions~~ the Parks and Recreation Department and assigned service areas.
Effectively manage contracts and evaluate the work of contractors.
Develop and administer departmental goals, objectives, and procedures.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Read and interpret plans and specifications.
Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in park administration, recreation, leisure services, landscape maintenance and facilities management and including three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, leisure services, park administration, landscape architecture, business or public administration or a related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

RECREATION/COMMUNITY SERVICES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, implement and administer adult and youth recreation and community services programs and activities; to assign and oversee ~~recreation~~ staff, contractors, and volunteers providing safe and well managed recreation and community services programs to ~~teens and other specialized customers~~ including but not limited to adult and youth sports, leisure classes, special events, active adults/senior citizens, camps and other City programs; to supervise and manage the City's recreation center facility and gymnasium and community services facilities; to supervise the operations of the active adult center; and to effectively market and promote these and other programs. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Recreation Director or other assigned supervisor.

Exercises direct and primary supervision over supervisory, professional, technical, recreation and clerical support staff including volunteers, administers contracts and monitors performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff, contractors, and volunteers responsible for ~~leading and tracking~~ planning and implementing recreation, community services, and educational related programs and special events, adult and youth sports, facilities, teen program/day camp, active adult center and related programs, special events and excursions and clerical support staff.
2. Provide responsible staff assistance and support to the Parks and Recreation Director or other assigned supervisor.
3. ~~Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff on policies and procedures; train and evaluate staff, umpires, and officials.~~
4. ~~Administer recreation programs; develop and manage instructor contracts; schedule usage of facilities and make park reservations; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds;~~

- ~~schedule games, practices, and classes and playoffs; prepare instruction manuals, brochures, and ads; order required materials, supplies and awards.~~
- ~~5. May oversee maintenance and repair of recreation facilities and equipment; work with contractors and vendors on building repairs and park facility improvements; inspect facility and grounds and test equipment; purchase program supplies and equipment.~~
 - ~~6. Participate in the selection of recreation staff; conduct staff interviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.~~
 - ~~7. Prepare and administer program and division budgets; submit budget recommendations; monitor expenditures; perform accounting for each program area as necessary.~~
 - ~~8. Schedule, implement, promote and publicize a variety of recreation programs and special events; design, layout, edit, proofread and write quarterly recreation brochure, sell advertising, write press releases, post and handout flyers.~~
 - ~~9. Perform miscellaneous duties for the Department of Parks, Recreation, and Community Services; prepare analytical and statistical reports to Director, Parks and Recreation Commission and possibly City Manager and City Council on operations and activities.~~
 - ~~10. Develop project proposals; conduct program evaluations.~~
 3. Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff, contractors, umpires, and officials on policies and procedures.
 4. Administer recreation and community services programs; develop and manage contracts; schedule usage of facilities and approve park rental permits; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; prepare instruction manuals, brochures, and ads; order required materials, supplies and awards.
 5. May oversee maintenance and repair of recreation and community services facilities and equipment; work with contractors and vendors on building repairs and park facility improvements; inspect facility and grounds and test equipment; purchase program supplies and equipment.
 6. Participate in the selection and evaluation of staff; conduct staff interviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
 7. Prepare and administer program and division budgets, submit budget recommendations, monitor expenditures, perform accounting for each program area as necessary, prepare various financial reports as required.

8. Schedule, implement, promote and publicize a variety of recreation and community services programs and special events; design, layout, edit, proofread and write brochures and newsletters; sell advertising, write press releases and public service announcements, prepare special event publicity flyers.
9. Prepare analytical and statistical reports to Parks and Recreation Director, City Manager, Parks and Recreation Commission, and City Council on operations and activities.
10. Develop and implement departmental, operational, administrative, program, and other policies, procedures, and forms.
11. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
12. Prepare ordinances, resolutions and other supporting program documents; prepare and monitor program grants and related proposals
13. Administer maintenance and service contracts; develop requests for proposals; conduct research on specifications.
14. Participate in the drafting and implementation of division goals, policies and procedures.
15. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.
16. Make oral and written presentations to the City Council, Parks and Recreation Commission, staff, the public and professional groups.
17. Participate in various committees; attend and participate in professional group meetings.

Marginal Functions:

- ~~1. Attend and participate in professional group meetings; stay abreast of new trend and innovations in the field of recreation.~~
21. Serve as emergency response worker as necessary.
32. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of City recreation and community services programs.
Recreation planning for adults, youth, teen and other targeted populations.
Principles of supervision, training and performance evaluation.
Principles and practices of contract management.
Desktop publishing software and other types of software.
City forms, procedure, and policies.
Modern office procedures, methods and equipment.
Marketing standards and practices.
Purchasing procedures and practices.
Modern and complex principles and practices of recreation services and youth camp administration.
Pertinent Federal, State, and local laws, codes and regulations.
Prepare clear and concise reports.
Lead and instruct groups and individuals.

Ability to:

Supervise, organize, and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Interpret and explain City policies and procedures.
Develop and maintain financially self-supporting activities and programs.
Communicate clearly and concisely, both orally and in writing.
Plan and schedule multiple recreational and educational programs.
Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.
Enter data on a computer at a speed necessary for successful job performance.
Produce publications through desktop publishing.
Recruit, motivate, and encourage volunteers.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in recreation planning, including two years of supervisory or lead responsibility. Experience in related

community services planning is desirable, including but not limited to active adults/senior citizens, library, community theater, and arts programs.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, physical education, leisure studies, sociology, communications, or a related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

Possession of or ability to obtain, an appropriate, valid CPR and basic first aid certificate.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours; exposure to outside atmospheric conditions; may work in or around water and slippery surfaces, exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; medium lifting, carrying, pushing and pulling; balancing; reaching; handling; use of fingers; talking; hearing; near acuity.

RECREATION SUPERINTENDENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

To plan, implement and administer adult and youth recreation programs and activities; to assign and oversee recreation staff, contractors, and volunteers providing safe and well managed recreation programs to children, teens, adults and other specialized customers including but not limited to adult and youth sports, leisure classes, special events, day camps and related programs; to manage recreation facilities, and to effectively market and promote these and other programs. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Recreation Director, division head, or other assigned supervisor.

Exercises direct and primary supervision over supervisory, professional, technical, recreation and clerical support staff including volunteers; administers contracts and monitors performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for planning and implementing recreation programs and special events; adult and youth sports, recreation facilities, recreation classes and excursions, teen programs, day camp, and clerical support staff.
2. Provide responsible staff assistance and support to the Parks and Recreation Director or other assigned supervisor.
3. Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff, contractors, umpires, and officials on policies and procedures.
4. Administer recreation programs; develop and manage recreation contracts; schedule usage of facilities, make park reservations, and approve park rental permits; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; schedule games, practices, and classes and playoffs; prepare instruction manuals, brochures, and ads; order required materials, supplies and awards.

5. May oversee maintenance and repair of recreation facilities and equipment; work with contractors and vendors on building repairs and park facility improvements; inspect facility and grounds and test equipment; purchase program supplies and equipment.
6. Participate in the selection and evaluation of recreation staff; conduct staff interviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
7. Prepare and administer program and division budgets, submit budget recommendations, monitor expenditures, perform accounting for each program area as necessary, prepare various financial reports as required.
8. Schedule, implement, promote and publicize a variety of recreation programs and special events; design, layout, edit, proofread and write brochures and newsletters; sell advertising, write press releases and public service announcements, prepare special event publicity flyers.
9. Prepare analytical and statistical reports to Parks and Recreation Director, City Manager, Parks and Recreation Commission, and City Council on operations and activities.
10. Develop and implement departmental, operational, administrative, program, and other policies, procedures, and forms.
11. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
12. Prepare ordinances, resolutions and other supporting program documents; prepare and monitor program grants and related proposals
13. Administer maintenance and service contracts; develop requests for proposals; conduct research on specifications.
14. Participate in the drafting and implementation of division goals, policies and procedures.
15. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.
16. Make oral and written presentations to the City Council, Parks and Recreation Commission, staff, the public and professional groups.
17. Participate in various committees; attend and participate in professional group meetings.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of City recreation programs.
Recreation planning for adults, youth, teen and other targeted populations.
Principles of supervision, training and performance evaluation.
Principles and practices of contract management.
Desktop publishing software and other types of software.
City forms, procedure, and policies.
Modern office procedures, methods and equipment.
Marketing standards and practices.
Purchasing procedures and practices.
Modern and complex principles and practices of recreation services and youth camp administration.
Pertinent Federal, State, and local laws, codes and regulations.
Prepare clear and concise reports.
Lead and instruct groups and individuals.

Ability to:

Supervise, organize, and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Interpret and explain City policies and procedures.
Develop and maintain financially self-supporting activities and programs.
Communicate clearly and concisely, both orally and in writing.
Plan and schedule multiple recreational and educational programs.
Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.
Enter data on a computer at a speed necessary for successful job performance.
Produce publications through desktop publishing.
Recruit, motivate, and encourage volunteers.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in recreation planning, including two years of direct and primary supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, physical education, leisure studies, sociology, communications, or a related field. One year of the education requirement may be substituted with five years of responsible and related work experience in recreation.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

Possession of or ability to obtain, an appropriate, valid CPR and basic first aid certificate.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours; exposure to outside atmospheric conditions; may work in or around water and slippery surfaces, exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; medium lifting, carrying, pushing and pulling; balancing; reaching; handling; use of fingers; talking; hearing; near acuity.

RECREATION SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of responsible and complex administrative and analytical duties; to oversee assigned administrative processes, procedures and programs; to plan, implement and administer adult and youth recreation programs and activities; to assign and oversee recreation staff providing safe and well managed recreation programs to teens and other specialized customers including adult and youth sports, leisure classes, special events, camps and other City programs; to manage the recreation center facility and gymnasium, and to effectively market and promote these and other programs. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Recreation Director, ~~or~~ division head, or other assigned supervisor.

Exercises direct and primary supervision over supervisory, professional, technical, recreational, and clerical staff and volunteers, administers contracts and monitors performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provide responsible staff assistance and support to the Parks and Recreation Director or assigned supervisor.
2. Participate in the selection of recreation staff; conduct staff interviews; provide or coordinate staff training; prepare performance evaluations; work with employees to correct deficiencies; implement discipline procedures when authorized by supervisor.
3. Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff on policies and procedures.
4. Plan, prioritize, assign, supervise and review the work of staff responsible for leading and tracking recreation and educational programs, adult and youth sports, facilities, teen program/day camp, special events and excursions.

5. Administer recreation programs; develop and manage instructor and contract professional service agreements; schedule usage of facilities, ~~and~~ make park reservations, and approve park rental permits; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; schedule games, practices, and classes and playoffs; prepare instruction manuals, brochures, flyers and ads; order required materials, supplies and awards.
6. May oversee maintenance and repair of recreation facilities and equipment; work with contractors and vendors on building repairs and improvements on new phases of park being established; inspect facility and grounds and test equipment; purchase program supplies and equipment.
7. Schedule, implement, promote and publicize adult and youth recreation programs and special events; design, layout, edit, proofread and write quarterly recreation brochure, sell advertising, write press releases.
8. Preparation and administration of program and division budgets; submit budget recommendations; monitor expenditures; perform accounting for each program area as necessary.
9. Participate in the drafting and implementation of department goals, policies and procedures.
10. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.
11. Participate in special projects and studies including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.
12. Prepare resolutions, ordinances and other supporting program documents; prepare and monitor program grants and related proposals.
13. Prepare comprehensive technical records and analytical reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.
14. Develop and design departmental, operational and administrative procedures or forms as required.
15. Participate in various committees; attend and participate in professional group meetings.
16. Make oral and written presentations to the City Council, staff, the public and professional groups.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.
2. Purchase supplies as needed.
3. Serve as emergency response worker as necessary.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a City recreation program.
Recreation planning for adults, youth, teen and other targeted populations.
Principles of supervision, training and performance evaluation.
Principles and practices of contract management.
Desktop publishing software.
City forms, procedure, and policies.
Modern office procedures, methods and equipment.
Marketing standards and practices.
Purchasing procedures and practices.
Modern and complex principles and practices of recreation services and camp administration.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Supervise, organize, and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Interpret and explain City policies and procedures.
Prepare clear and concise reports.
Lead and instruct groups and individuals.
Develop and maintain financially self-supporting activities and programs.
Communicate clearly and concisely, both orally and in writing.
Plan and schedule multiple recreational and educational programs.
Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.
Enter data on a computer at a speed necessary for successful job performance.
Produce publications through desktop publishing.
Recruit, motivate, and encourage volunteers.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in recreation, including two years of lead worker supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, physical education, leisure studies, sociology, communications, or a related field. One year of the education requirement may be substituted with ~~two~~five years of responsible recreation work experience.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

Possession of or ability to obtain, an appropriate, valid CPR and basic first aid certificate.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours; exposure to outside atmospheric conditions; may work in or around water and slippery surfaces; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; medium lifting, carrying, pushing and pulling; balancing; reaching; handling; use of fingers; talking; hearing; near acuity.