

CITY OF HERMOSA BEACH
Class Specification



RECREATION SPECIALIST

DEFINITION

~~Under general direction, the Recreation Specialist shall work cooperatively with Parks and Recreation Department staff to provide a variety of recreational services to the public. Under the direct supervision of the Recreation Coordinator(s), the Recreation Specialist shall work cooperatively with the Office Assistant and part time staff to provide a variety of recreational services to the public; assist in the implementation of program goals and objectives; provide administrative and technical assistance to the delivery of recreation services and programs; and provide information and assistance to customers.~~

EXAMPLES OF DUTIES

Duties include, but are not limited to:

~~Monitors the Department's general email account.~~

~~Processes activity registrations, memberships, and facility reservations using recreation software.~~

~~Submit, track, and follow up on facility repairs, setup, or maintenance requests.~~

~~Assists in the development and implementation of a variety of department recreation, cultural, and community activities and special events recreation programs and events.~~

Assists in the development, implementation, and enforcement of department policies and procedures.

Monitors the use of city facilities, equipment, and supplies.

~~Assists with tracking program and operational expenditures; maintains records and supports budget monitoring activities.~~

~~Monitoring the Parks & RecreationCommunity Resources Department's general email account.~~

~~Process class registrations, memberships, and facility reservations using recreation software.~~

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Creates various reports, visual diagrams, and written instructions for a variety of department programs and activities.

Create and post signage, such as reservation signs and no parking signs, for various city facilities.

Have proficiency in completing a variety of general administrative duties.

QUALIFICATION GUIDELINES

~~———— **Knowledge, Skills, & Abilities:** Ability to provide exceptional customer service and respond to public inquiries and complaints in an effective and tactful manner; ability to communicate professionally both orally and in writing; ability to manage time and prioritize workload; ability to work well under pressure in a busy environment with constant disruptions and distractions; ability to work cooperatively in a team environment. Ability to solve problems while making sound judgments; the ability to interpret and explain pertinent department policies and procedures; ability to direct and provide guidance to facility users and assist as needed. **Knowledge** services; basic methods and techniques used in planning, organizing, and implementing recreational activities and events; customer service principles and effective public relations practices; modern office procedures, methods, and equipment, including computer applications and recreation management software; recordkeeping, report preparation, and basic data tracking methods; applicable policies, procedures, and safety practices related to recreation programs and facilities; facility operations, scheduling, and general maintenance coordination; budget tracking concepts and basic expenditure monitoring practices.~~

Ability to: Assist in planning, organizing, and implementing recreation programs, events; provide excellent customer service and communicate effectively with a diverse public, both orally and in writing; interpret and apply department policies and procedures; perform a variety of administrative and technical support tasks with accuracy and attention to detail; use computer systems and recreation software to process registrations, reservations, and reports; monitor facility use and coordinate with staff to ensure safe and effective operations; track program expenditures and maintain accurate financial and activity records; prioritize tasks, meet deadlines, and manage multiple assignments simultaneously; work independently as well as collaboratively within a team environment; and establish and maintain effective working relationships with staff, vendors, and the public.

Education and Experience: *Any combination of training and experience ~~which-that~~ would ~~provide~~ required knowledge and abilities is qualifying. A typical way to obtain this ~~required~~ knowledge would be:*

Educational achievement equivalent to graduation from high school and some college-level coursework in recreation or a related field.

Previous experience working in a busy office environment that includes frequent interactions with customers or the general public. Experience in a recreational setting or similar field is preferred.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces, including slippery or uneven surfaces; incumbents may be required to work extended hours, including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office recreation facility setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. Some program assignments may involve swimming, running, or other physical activities.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Approved by the Civil Service Board:

Approved by the City Council: