



City of Lemon Grove

COMMUNITY SERVICES SPECIALIST **Class Specification**

DEFINITION

Under general supervision, assists performing a wide variety of tasks, programs, special events, City and community sponsored recreational and support related activities.

FLSA STATUS

Non-Exempt – Eligible for Overtime

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the City Manager and/or his/her designee.

Position exercises direct supervision over Community Services Assistant and part-time Recreation Leader I's and II's.

EXAMPLES OF DUTIES

- Assist in coordinating, promoting, implementing, and evaluating programs (e.g., summer and winter camps) and special events such as community events for all age groups; City-wide special events; inter-agency, contractual, satellite and instructional programs; and grant programs, etc.
- Prepare events publicity, including flyers and its dissemination; promote and advertise facility rentals.
- Conduct and attend staff meeting for camp.
- Document the progress and effectiveness of specific and assigned programs/events.
- Conduct research and write articles regarding events and topics of interest for publication in newspapers.
- Perform a variety of office related functions, including registration fees and activity reports.
- Select, supervise, train, and evaluate assigned part-time staff – Recreation Leader I's and II's; make staff schedules.
- Ensure safety precautions for all recreation participants and spectators.
- Represent the City to community groups, outside agencies, and professional organizations as required.
- Respond to inquiries from City staff and the general public using principles of excellent customer service.
- Maintain accurate records and files of departmental program/event activities.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge Of:

Modern principles, practices, and philosophies for assisting in a wide variety of programs, special events, and other recreational activities; basic recreation program purpose and

methods of delivery; research techniques and practices; and office procedures, filing, proofing, and use of software programs, and various duplicating machines and related equipment.

Ability to:

Organize and coordinate a variety of duties related to assigned program or event; assist in organizing and implementing recreational activities; perform clerical related functions; understand and carry out written and oral instructions; observe safety principles and work in a safe manner; and communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATIONS

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

Experience:

Three (3) years of recreation and/or child development/care related experience, including one (1) year of responsible customer service, including direct interaction with children and participants.

Education:

A Bachelor's degree with major course work in recreation, public or business administration, or a closely related field; or the equivalent (experience may be substituted on a 2:1 basis).

License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions and may have some contact with chemical agents used in pool maintenance; 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 and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, pull, and/or push light to moderate objects (up to 25 lbs.); 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.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: February 5, 2019

