



CITY OF LAKE OSWEGO

PROMOTIONAL OPPORTUNITY

RECREATION SPECIALIST II

PARKS AND RECREATION

This is an internal recruitment, for City of Lake Oswego employees

The Position: The City is recruiting for an energetic accountable, detail-oriented, and innovative person to contribute to the development and implementation of assigned recreation programs, activities, classes, and leagues at the City's Indoor Tennis Center. This position is represented by the Lake Oswego Municipal Employees' Association/ American Federation of State, County and Municipal Employees (AFSCME).

This position is at the lead worker level with increased responsibility and authority for programs and facility operations. This position includes training of personnel, directing work activities, budget oversight and a degree of independence in decision-making.

The focus of this position is Tennis Center programs and facility operations, but may also have responsibilities in other sports programs/leagues within the Sports Division.

Key Responsibilities:

- Plans, organizes, and supervises assigned programs, classes, and activities; monitors daily operations to ensure smooth and efficient program delivery.
- With general supervision, has independent oversight of daily operations of assigned recreation facilities.
- Develops and maintains courteous, professional and effective working relationships with employees, clients, vendors and/or any other representatives of the community.
- Recruits part-time, volunteer, and contract employees under direction; follows City's contracting procedures.
- Interviews, trains, assigns, and directs the work of part-time, volunteer and contract employees; oversees and provides performance feedback.
- Staff training includes all front desk operations that includes a variety of software for registration,
- Leads marketing and customer communication of assigned program and facility aligned with department marketing practices and policies. This includes, but not limited to: website management, written and verbal communication, oversight of registration and reservation systems and social media.
- Determines recreation program's needs; ensures evaluations are conducted, results tabulated and reported; suggests alternative programs.
- Works with various community groups and individuals in assessing community needs, organizing and delivering programs. Obtains community financial and in-kind support as

necessary. Considers ways to offset costs of program offerings and implements upon approval.

- Maintains program and financial records for each assigned program. Ensures records are accurate and up to date.
- Manages assigned program budgets within stipulated amounts. Orders necessary equipment and supplies; authorizes purchases of \$1,500 or less.
- Processes purchase orders and procurement card, meeting internal deadlines.
- Develops budget recommendations for assigned program area. Recommendations includes introducing revenue producing and cost recovery ideas.
- Prepares contractual agreements, correspondence, and program materials where required.
- Prepares routine publicity, including press releases, public service announcements, flyers, posters, etc.
- Performs other duties as assigned at Division or Department-level.
- Implements additional Sport Division programs/leagues, as assigned.
- May oversee division-wide operations in Recreation Supervisor's absence.

Education and Experience: Four years related work experience and a Bachelor's degree in a related field; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

For a complete list of the essential duties, knowledge, skills and abilities required, and physical and mental demands please review the complete job description at www.ci.oswego.or.us/hr.

Additional skills, abilities and certifications required:

- Proficient computer skills including experience in Microsoft Office and competence to use and train other staff in varied registration and reservation software
- Must be willing and able to work some evenings, weekends and holidays.
- First Aid/CPR/AED certification
- Food Handler's certification
- OLCC Server's permit
- Physical and other requirements: Position combines sitting and standing for significant lengths of time with physically active responsibilities. Must be comfortable walking and carrying/lifting up to 25 pounds of force.

The ideal candidate is a strong leader with a passion for community, customer service and providing recreational sports activities. Successful candidates bring experience in coordinating sports programs, facility operations and staff leadership. Qualified candidates are tech savvy, a competent communicator (written and verbal), organized, a problem solver and is able to balance numerous tasks and responsibilities. It is imperative candidates are capable of creating a positive environment for both staff and customers through professional communication and actions - even during challenging situations.

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Application Process: You may visit our web site at www.ci.oswego.or.us/jobs to access the online application process. Resumes will not be accepted in lieu of a completed job application. The City application must be submitted to by:

5:00 P.M. Thursday, June 23, 2022

The City is seeking a diverse pool of applicants that can bring a variety of skills, expertise and life experience to our workplace, including those who may come from a non-traditional background. The City will consider any equivalent combination of knowledge, skills, education and experience that meet the minimum experience qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. The City is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity and expression, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. If you need modification of the selection process in order to accommodate a disability, please make your request in writing at hr@lakeoswego.city and submit it before the application deadline.
