



City of Lake Oswego, Oregon

Job Description

RECREATION SPECIALIST II

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 117

Job Code: 6000

Class Summary

Under general supervision positions in this class are responsible for the development and implementation of assigned recreation programs, classes, or activities. Positions in this class work independently under the direction and supervision of higher level recreation personnel.

Distinguishing Characteristics

The Recreation Specialist II is the second level in the Recreation Specialist job classification series. This is the lead worker level with increased responsibility and authority for recreation programs, classes, activities, and facility operations. This level includes training of personnel, directing work activities, budget oversight, and the degree of independence in decision-making.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Plans, organizes, and supervises assigned programs, classes, and activities; monitors day to day operations to ensure smooth and efficient program delivery.
2. Under general supervision, incumbents have independent oversight of daily operations for assigned recreational facilities. Ensures facilities are well maintained in coordination with appropriate City Departments; oversees safety and risk management, promptly addressed associated problems.
3. Develops and maintains courteous, professional and effective working relationships with employees, clients, vendors and/or any other representatives of the community.
4. Advises management on recruitment and development of part-time, volunteer, and contract employees. Conducts interviews, trains, assigned and directs the work of assigned employees, volunteers and contractors. Follows City's contracting procedures.
5. Incumbents lead assigned lower level recreation staff including priority setting, making recommendations for recruitment, hiring, training, staff development and performance evaluations.
6. May oversee division-wide operations in Recreation Supervisor's absence.
7. Assesses and determines recreation program and community needs; ensures evaluations are conducted, results tabulated and reported; suggests alternative programs. Initiates activities to meet those needs.

8. Works with Human Resources to maintain personnel records, makes recommendations on pay rate changes/salary adjustments. Creates, tracks and updates complex schedules.
9. Assists in preparing program budgets including determining services, capital purchases and staffing levels. Monitors program revenue and expenditures ensuring services remain within budget and meets revenue goals. Evaluates programs and prepared quarterly reports.
10. Determines fees for programs based on evaluating cost recovery model.
11. Manages assigned program budgets without exceeding stipulated amounts. Evaluates needs, and orders equipment and supplies for programs.
12. Works with various community groups and individuals in 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.
13. Prepares contractual agreements, correspondence, and program materials where required.
14. Prepares routine publicity, including press releases, public service announcements, flyers, posters, etc.
15. Uses professional judgement in decision making and conflict resolution, handles sensitive matters, and exercises discretion and judgement.
16. May work within divisions or department team or as lead for special projects or events.
17. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Current literature and trends in recreation programming.
- Method of recruiting, assigning and supervising work, motivating, and evaluating performance of part-time and volunteer staff.
- Personal computers and related software applications.

Skills and Abilities to:

- Develop, promote, schedule and coordinate programs, classes, and special events.
- Develop and coordinate promotional communication to staff, customers, city residents, and media contacts. Examples include: press releases, special brochures, flyers, social media, website and registration software.
- Apply budgeting theories and principles.
- Handle confidential and sensitive information.
- Research, develop and present reports and statistical data.
- Develop programs which stimulate community interests,
- Lead and provide team leadership skills.
- Solve problems, resolve conflicts, organize workloads, manage time and meet deadlines.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate clearly and professionally through oral and written communication.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Bachelor's degree in Parks and Recreation, Recreation Management or Leisure Services; and four years of related work experience; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently. Some evening and weekend work is required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description 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.