



City of Lake Oswego, Oregon

Job Description

RECREATION SPECIALIST

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 115

Job Code: 5015

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.

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. Develops and maintains courteous, professional and effective working relationships with employees, clients, vendors and/or any other representatives of the community.
3. Advises management on recruitment and development of part-time, volunteer, and contract employees; recruits personnel under direction.
4. Conducts interviews; trains, assigns, and directs the work of part-time, volunteer and contract employees; oversees and provides performance feedback.
5. Ensures program evaluations are conducted, results tabulated and reported; suggests alternative programs.
6. Works with various community groups and individuals in organizing and delivering programs.
7. Maintains program and financial records for each assigned program. Ensures records are accurate and up to date.
8. Manages assigned program budgets without exceeding stipulated amounts. Evaluates needs, and orders equipment and supplies for programs. Authorizes purchases of \$200 or less, and processes purchase orders in a timely manner.
9. Assists in the development of budget recommendations for assigned program area.
10. Prepares contractual agreements, correspondence, and program materials where required.
11. Prepares routine publicity, including press releases, public service announcements, flyers, posters, PSAs, etc.
12. 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:

- Ability to develop, promote, schedule and coordinate programs, classes, and special events.
- Skill in oral and written communication.
- Ability to solve problems, organize workloads, and meet deadlines.
- Good interpersonal skills and the ability to establish and maintain effective working relationships with staff and the public
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- 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 High School diploma or G.E.D; and two years of college in a related field and one year 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.

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.