

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 5115
Approved by C.S.B.
April 18, 2012

RECREATION SERVICES SPECIALIST

DEFINITION

Under direction, coordinates, creates implements and promotes a variety of community recreation services and programs; performs other related work as required.

EXAMPLES OF DUTIES

1. Coordinates, creates, implements, and promotes a variety of assigned recreation services and programs, including sports and athletics, aquatics, youth and teens, senior citizens, parks and playgrounds, cultural arts (dance, drama, music, and art), leisure activities, facilities utilization, and special events.
2. Oversees daily operations of assigned services and programs; organizes and supervises trips, tournaments, socials, dances, exhibits and other special events; provides program participant transportation, i.e. athletic teams, special field trips and multi-site/program shuttle.
3. Participates in assessing community recreation, leisure and arts related needs; evaluates services and programs; recommends improvements and modifications; develops new or revises existing services, programs, events and activities utilizing cost covering models.
4. Prepares and develops marketing plans to increase participation and revenue production levels; makes presentations and prepares and distributes promotional materials and information utilizing current communication technology and trends.
5. Works with community groups, non-profit organizations, business groups and associations, and private providers and contractors to provide recreations services and programs in an efficient and cost effective manner.
6. Solicits and secures sponsorship or donations for a variety of activities or seasonal special events.
7. Negotiates and executes agreements for the provision of recreation services.
8. Coordinates activities and confers with other departments and divisions, agencies, school officials and community representatives.
9. Answers questions and provides information; investigates and resolves complaints.
10. Prepares various reports and summaries; establishes and maintains accurate records and recordkeeping systems.
11. Prepares and monitors assigned program budgets.
12. Recruits, trains, and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major course work in recreation, physical education or related field.

Experience: Two years of professional recreation experience including supervision of part-time staff and services and program oversight responsibility.

Knowledge

Knowledge of modern practices for recreation and park service provision; modern recreation and park facilities and equipment operation and maintenance; federal, state and local laws, regulations related to recreation services.

Ability

Ability to effectively coordinate, create, implement, and promote assigned recreation services and programs; promote assigned services and programs and meet cost covering goals; interpret and apply applicable federal, state and local laws and regulations; interpret, apply and explain established policies and procedures; prepare reports and summaries; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; interpret and analyze information; clearly define problems and develop solutions; draw valid conclusions and project consequences of decisions and recommendations; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, volunteers, school officials, community groups, and the general public; participate in assigned program budget preparation and

administration; coordinate and oversee the work of contractors; hire, supervise, train, schedule and evaluate assigned staff.

Special Requirements

Willingness and/or ability to work irregular shifts, including nights and weekends.

Other Requirements

Membership in the California Park and Recreation Society is desirable.

First Aid, Red Cross, Water Safety or other specialized certifications may be required, depending on assignment.

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment; ability to obtain and maintain a California Class B Driver's License within six months of appointment.