



Recreation Specialist

Class Code:
16012

Bargaining Unit: AFSCME

CITY OF RAMSEY
Established Date: Jun 24, 2019
Revision Date: Oct 1, 2021

SALARY RANGE

\$22.59 - \$24.84 Hourly

PRIMARY OBJECTIVE OF POSITION:

Working under the general guidance and direction of the Parks & Assistant Public Works Superintendent, this position facilitates the development and ongoing administration of diverse annual recreational programs serving all ages and demographics. This position develops programs, organizes content, and engages public and private providers, as well as creates and maintains methods for evaluating offerings for consideration in future programming.

This is a part-time twenty (20) hours per week position; there is flexibility within the Monday - Friday / 8:00 a.m. to 4:30 p.m. schedule (hours & days worked) subject to supervisor approval. Longer hours are required on Thursdays during the Summer Concert Series (mid June to the end of August). This individual is required to attend the once-per-month Park and Recreation Commission meeting. Paid leave benefits (sick, vacation & holidays) are pro-rated based on hours worked per pay-period.

This position is tentatively planned to increase to 29 hours per week on January 1, 2022, and 40 hours per week on January 1, 2023, pending City Council approval.

****This is an AFSCME Union Position.****

The Hiring Range is : \$22.585/hour to \$24.843/hour
The 2021 Salary Range is: \$22.585/hour to \$28.231/hour

MINIMUM QUALIFICATIONS:

The successful applicant must possess the following minimum qualifications:

- Must be at least 18 years of age or older
- Must have a high school diploma or equivalent
- Must have a valid driver's license with a good driving record

- Must have three (3) years of related experience in a responsible administrative support position; an equivalent combination of education and experience will be considered
- Must have proven Microsoft applications experience (Word, Excel, PowerPoint & Outlook)

DESIRED QUALIFICATIONS

- Possess a Bachelor's degree in Parks and Leisure Services; Public Administration, Business Administration, Community Development or related field
- Experience leading recreational events and programs
- Experience designing and implementing recreational curriculum
- Experience using InDesign, Publisher or Photoshop
- Experience with any online registration systems

ESSENTIAL JOB FUNCTIONS:

1. Perform all aspects of the development, marketing, implementation and evaluation of municipal recreational programs and events
2. Evaluate related contracts for accuracy, completeness and fair pricing
3. Review and prepare invoices for approval by the Parks & Assistant Public Works Superintendent
4. Create online event registrations and generate social media promotional posts for said activities
5. Use, prepare and maintain detailed notes and outlines on work performed and programs developed
6. Coordinate, purchase, organize, gather and deliver supplies, documents and schedules for programs and recreational events
7. Provide staff support including data entry, phone calls, program registration, reports, and records management in a timely manner
8. Fill in as needed at programs and recreational events, assisting with supervision, periodic check in and leadership of programs, seasonal staff and recreational events
9. Develop, plan, oversee and attend all ten (10) of the Thursday evening Summer Concert Series events, which includes contract administration
10. Attend and occasionally provide presentations at the once-per-month Parks and Recreation Commission meetings (2nd Thursday of each month)
11. Serve as back-up to the Public Works Administrative Assistant with Park Facility Rentals, bike locker and kayak rentals, and general Park & Recreation / Public Works inquiries

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of recreational principals and programming
2. Ability to read and understand correspondence, memoranda and materials
3. Ability to effectively represent the organization, department and administrative operations to management and the public
4. Ability to facilitate effective presentations at public meetings
5. Demonstrated effective written and oral communication skills
6. Ability to act in a decisive manner, using good judgment

7. Ability to assess problems and situations, and be able to anticipate needs and evaluate alternatives
8. Must have working knowledge in the use of calculators, personal computers, printers and other office equipment and working knowledge of computer software
9. Must represent the organization to other agencies, staff, elected officials and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact
10. Ability and knowledge to be able to produce quality, accurate work
11. Must have strong organizational skills and the ability to accurately record documents, publications and various records for official purposes
12. Ability to plan and perform duties with minimum supervision
13. Ability to perform essential position functions under the working conditions as described
14. Ability to work evenings and weekends (if scheduled)

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Standing
- Sitting
- Walking
- Lifting
- Pushing / Pulling
- Carrying
- Reaching
- Handling Objects

This job requires employees to be able to lift and carry up to 40 pounds without assistance.

The following are the working conditions of this position:

- Working Outdoors
- Working Indoors
- Operating motor vehicles
- Providing work direction to other employees
- Driving a City vehicle or personal vehicle