



## Recreation Specialist - Parks & Recreation

### Position Profile

**Status:** Full-time regular position, non-exempt

**Pay Range:** \$29.15 – \$37.89

**Benefits:** Qualifies for full-time benefits date of hire

**Location:** City Center

**Hours:** Standard business hours (8am-4:30pm), may vary based on business need

**Reporting Relationship:** Reports to Parks and Recreation Director

### Park & Natural Resources

The Parks and Natural Resources Division is responsible for providing the citizens and users of the City's park system with safe, properly maintained, and high quality facilities. The Division is responsible for developing and maintaining the park and open space system with facilities that meet the community needs. Wildlife, forestry and natural resources management are a top priority of this division.

### Recreation Division

The Recreation Services Division has the responsibility for managing recreation facilities and providing a variety of affordable recreation programs and services for all age groups and people for all abilities. The staff in this division are responsible for the management of facilities such as the Art Center, the Senior Center, and the Outdoor Center, as well as other City park buildings and recreation facilities such as, sledding hill, amphitheatre and facilities on school property that are operated in partnership with the School District.

### Position Responsibilities

The Recreation Specialist provides administrative support and assistance to the Department of Parks and Recreation. The primary position responsibilities and areas of impact are:

- 1) Provides outstanding customer service to all internal and external customers. Fosters

and maintains positive relationships and communications with outside groups, community organizations, patrons, residents, co-workers, and the public. Responds to requests in a polite, timely and professional manner. Triage individuals to the right resource at the right time.

- 2) Supports the parks and recreation department by providing general administrative tasks including correspondences, organizing schedules and timelines, maintaining department documents such as the annual report, capital improvement plan, etc. Prepares purchase orders, reviews and codes payments into financial software (Tungsten). Prepares documentation and reports for City Council meetings, organizes meeting details, and records meeting minutes for City Council and commission meeting items.
- 3) Assists with the coordination, scheduling and implementation of various programs, projects, and services, including logistical management for large scale events and programs. Assists the Communication Division with maintaining content for all Parks and Recreation social media, communications, events, programs, and special promotions.
- 4) Serves as first point of contact for cemetery administrative services, which includes taking phone calls regarding cemetery services, processing payments, and coordinating meetings for external customers to cemetery plot sites.
- 5) Assists with day-to-day department support for Recreation Supervisors within the Recreation Division as part of the full-time management team. Steps in to ensure the continuation of successful operations and provides excellent customer service, as the situation requires.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

### City of Eden Prairie Values

*We are a service organization. We take pride in what we do. We cultivate a supportive, encouraging and productive culture with a strong customer focus. We promote wellness and plan work/life balance into our goals. We value differences and foster inclusion. We achieve success by exhibiting our core values: **collaboration, innovation, integrity, performance and relationships.***

### Position Requirements

**Education:** High School diploma or G.E.D required. Associates degree or two-year technical training preferred; educational background in business or public affairs preferred.

**Work Experience:** Minimum of five or more years of administrative experience, including experience supporting a high level position; one to two years' experience in the parks and recreation environment preferred.

**Technical Skills:** Proficiency in MS Office (Word, Excel, Access, Publisher and PowerPoint) strong writing and typing skills; experience using software for registration, facility scheduling, membership management and point of sales preferred.

**Physical Conditions:** Physical effort is light for the majority of work with lifting or carrying limited to 25 pounds intermittently. There are intermittent visits to City Department locations, some of which are in other areas of the city. Report preparation and writing at times requires extended use of a keyboard. Work interruptions are frequent and include phone calls and in-person customer service.

**Working Conditions:** Most work is performed in a normal office environment. Occasional driving or riding is required to attend meetings.

### Position Specific Expectations

**Accountability:** Follows through on commitments; focuses on appropriate tasks throughout the shift; takes responsibilities for actions both as an individual and on behalf of the organization; actions and words are in sync; follows all policies and procedures; maintains confidentiality; is prepared and punctual to all scheduled shifts.

**Communication:** Able to convey a message to get a point across; communicates in a clear and concise manner; able to write clearly and succinctly; tailors message to a variety of communication settings and styles.

**Composure:** Exhibits self-confidence and asserts self appropriately in several different situations; maintains professionalism while under pressure; can handle stress; energized by tough challenges.

**Problem Solving:** Ability to tackle a problem by using logical, systematic, sequential approach; makes a systematic comparison of two or more alternatives; notices discrepancies and inconsistencies in available information; identifies a set of features, parameters or considerations to take into account in analyzing a situation or making a decision.

**Attention to Detail:** Able to find errors in work and solve problems; anticipates issues and performs at a high level of accuracy; sets up systems to ensure errors are not repeated.

**Organization:** Ability to coordinate several activities, responsibilities, and tasks simultaneously in a polite and professional manner; prioritizes what needs to get done; keeps things neat and orderly; utilizes tools for efficiency; factors several considerations when planning; establishes methods to ensure routine tasks are completed.

### City of Eden Prairie Pre-employment Process

The City of Eden Prairie conducts the following pre-employment checks for this position:

- Professional Reference Checks
- Background Check
- Education and work history verification
- Driver's Check (must have valid driver's license and excellent driving record)

All final candidates must successfully complete and pass the City's evaluation of the pre-employment process before their first day of employment.

## **Recruiting Timeline**

**Post Date:** November 6<sup>th</sup>, 2023

**Close Date:** November 20<sup>th</sup>, 2023, by 12pm

**Virtual Interviews:** November 21<sup>st</sup> – November 27<sup>th</sup>, 2023

**Second Round Interviews (in-person):** November 29<sup>th</sup> and/or 30<sup>th</sup>, 2023

**Final Interviews (in-person):** December 4<sup>th</sup>, 2023

**Anticipated Start Date:** Late December or Early January