

## **SENIOR PARKS AND RECREATION SPECIALIST SERIES**

### **Definition:**

Under general supervision assists with the supervision of nonregular staff; performs a wide variety of duties related to the organization, coordination and supervision of a major function, activity or phase of a Parks and Recreation Department program and performs related work as required.

### **Class Titles**

**Senior Parks and Recreation Specialist I**  
**Senior Parks and Recreation Specialist II**

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Organizes, coordinates and monitors activities and performs a variety of duties related to playgrounds, department facilities, recreation, events, arts and after school programs.

Plans, organizes and directs programs at recreation facilities, day camps and summer playgrounds.

Directs, leads, trains, schedules and monitors the work of assigned staff and assists with staff screening, selection and evaluation.

Acts as a liaison between Parks and Recreation staff and the public.

Conducts staff meetings and in-service training.

Researches Parks and Recreation program needs and makes recommendations for new/revised programs.

Opens and secures facilities for special and regularly occurring activities and programs; monitors facility/site usage as needed.

Provides information to the public regarding Parks and Recreation Department activities and events.

Promotes the safety of all program participants.

Works with community organizations to generate interest in Parks and Recreation programs.

Operates a personal computer and uses applicable software to maintain records, prepare reports and draft flyers and program calendars.

Participates in communitywide events; sets up and breaks down event equipment.

Lifts and moves a variety of equipment and supplies related to area assigned weighing 50 pounds or less and uses basic hand tools.

Drives a vehicle on City business.

**Other Duties and Responsibilities Include:**

Performs other projects/tasks as assigned.

**Class Characteristics:**

Senior Parks and Recreation Specialist is a multi-incumbent, nonregular series with duties related to the organization, coordination, monitoring and supervision of a variety of events and programs in the Parks and Recreation Department. Positions allocated to the Senior Parks and Recreation Specialist II level are distinguished from the I level by the II's performance of duties involving the exercise of a greater degree of responsibility and initiative.

**Contacts and Relationships:**

A Senior Parks and Recreation Specialist establishes and maintains contact with staff in the Parks and Recreation Department and has substantial interaction with a variety of program participants.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this series include the following:

**Knowledge of:**

Parks and Recreation program content, organization, policies and procedures related to area assigned.

Community organizations and resources related to the area assigned.

Customer service techniques.

Principles and techniques of planning group activities related to area assigned.

English usage and grammar.

Principles and techniques of monitoring and inspecting group activities.

Specialized functions of the area assigned and related safety precautions.

Effective supervisory techniques.

**AND**

**Ability to:**

Organize, coordinate and perform a variety of duties related to playgrounds, facilities, recreation, events, arts and after school programs depending on area assigned.

Lead and train assigned staff and assist with staff evaluations.

Study and analyze community needs and recommend new programs or program adaptation to meet those needs.

Meet the public with courtesy and tact.

Communicate effectively orally and in writing.

Understand and carry out oral and written instructions and use judgment and initiative.

Operate a personal computer and use applicable software.

Learn, understand and apply applicable policies and procedures.

Establish and maintain effective relationships with those contacted in the course of work.

Read and write at the level required for successful job performance.

**A typical way to obtain the knowledge and abilities is as follows:**

**Senior Parks and Recreation Specialist I:**

**Education:**

Graduation from high school plus two years of study at an accredited college or university with major coursework in Recreation, Physical Education, Art, Art History or a related field.

**AND**

**Experience:**

Three years of performing responsible recreational, physical education or related duties to include two seasons with lead or supervisory responsibility.

## **Senior Parks and Recreation Specialist II:**

### **Education:**

Graduation from high school plus three years of study at an accredited college or university with major coursework in Recreation, Physical Education, Art, Art History or a related field.

### **AND**

### **Experience:**

Four years of performing recreational, physical education or related duties to include three seasons with lead or supervisory responsibility.

### **Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this series.

Certain positions or assignments may require the possession of or the ability to acquire a specialized motor vehicle operator's license or certification.

Must be able to work flexible hours to accommodate City needs to include weekends, evenings, holidays, and overtime.

Successful passage of a Parks and Recreation Department pre-employment screening process depending on the area assigned.

Current negative tuberculin test at time of appointment and additional tuberculin screening as required by the Parks and Recreation Department depending on the area assigned.

Depending on area assigned completion of 48 units at an accredited college or university or passage of an Instructional Aide Proficiency Test issued by a source acceptable to the City.

### **Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:**

The ability to communicate in Spanish.

### **Physical Tasks and Working Conditions Include the Following:**

Work is performed in a recreational facility, day camp and/or playground environment. Some work may be performed in an office environment and in a variety of field trip locations. On playgrounds and field trips an incumbent may be exposed to the elements. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, kneels, crouches, twists, climbs steps and sloping surfaces, reaches, bends, crawls and grasps and walks or runs on slippery and uneven surfaces, pushes, pulls, drags, lifts and carries supplies and equipment weighing 50 pounds or less and lifts equipment and supplies weighing 30 pounds or less from waist to overhead. Depending on area assigned an incumbent may also be exposed to dust

and paint/glue fumes. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

Revised August 2010

Established July 2006 from Senior Community Services Specialist and Supervising Community Services Specialist.