

	<p style="text-align: center;">RECREATION ASSISTANT</p> <p style="text-align: center;">FLSA Status: Non- Exempt</p> <p>Temporary Part Time Compensation Range: Hourly Determined Annually</p>	
<p style="text-align: center;">CITY OF NEVADA CITY</p> <p style="text-align: center;">April 2022</p>	<p>Reports to:</p> <p>Parks and Recreation Manager</p>	<p>Unit:</p> <p>Non-Represented At-Will</p>

DEFINITION

Under direction of the Parks and Recreation Manager the recreation assistant will assist in the oversight of recreation facility rentals, assist with recreation programs and with other administrative needs within the department as well as the city.

EXAMPLES OF DUTIES

- Answer phone in a professional manner and provide quality customer service
- Create and maintain appropriate facility rental files
- Maintain accurate and timely records and reports
- Maintain reservation calendar and program accurately
- Assist with administrative duties for summer programs that may include but is not limited to creating summer camp rosters, greeting summer camp instructors, creating flyers and making copies.
- May make deposits.
- Assist with facility cleanliness and maintenance.
- Create, edit, and update department information on the internet or social media platforms.
- May assist with the City’s newsletter.
- Know, understand, interpret, and explain department, program and facility usage policies and procedures.
- Assist Parks and Recreation Manager when required.

- Build and maintain positive working relationships with other city employees and the public using principles of good customer service.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern office equipment and procedures, including use of software applications.
- Customer service principles and public relations techniques.
- English usage, spelling, grammar, and punctuation.
- Business letter writing and report preparation.
- Coordinate or oversee a variety of recreation programs, events, operations and facility maintenance activities, depending upon assignment.

Ability to:

- Conduct self in a positive and professional manner.
- Learn pertinent city of Nevada City policies and regulations for use of city facilities.
- Develop and maintain filing systems.
- Plan and organize workload, set priorities, and meet time deadlines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely both orally and in writing.
- Research, respond to and assist in the resolution of inquiries and complaints.

Skill in:

- Researching information to complete tasks as necessary.

EDUCATION AND EXPERIENCE REQUIRED

- One year of clerical experience desired but not mandatory.
- Must be a minimum of 18 years of age.
- Completion of the twelfth (12th) grade or GED.

LICENSES AND CERTIFICATIONS

None required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Must be physically able to perform the duties of this position, including the mobility to work in a standard office setting with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means. Must also be able to use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry reports and records that typically weigh less than 20 pounds. Incumbents may work outdoors in environments and may work near mechanical parts and may occasionally be exposed to wet and/or humid conditions and extreme cold and/or heat. There may be interaction with staff and/or the public.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

OTHER REQUIREMENTS

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

NOTE: All employees of the City of Nevada City are designated by both State law and city personnel rules to be available for assignment to perform public safety services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the city. Such assignments may be in the event of either a declared or undeclared emergency or natural disaster that threatens the life, health and/or safety of the public and may be to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.