

City of San José
CLASS SPECIFICATION

Title: Recreation Program Specialist FT/PT (6122/6123)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks and Recreation	Varies	Non-exempt

CLASS SUMMARY

Under direction, provides specialized support in developing and conducting a variety of recreation activities and human service programs for individuals of all ages and abilities. Recruits, supervises, and trains part-time staff and volunteers. Plans, monitors, and distributes budget resources for specific activities, events, programs, or projects. Reviews requests for service for completeness, contractual obligation and funding requirements and forwards to appropriate party. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Recreation Program Specialist classification is responsible for performing specialized assignments in developing and conducting a variety of programs and activities targeted toward individuals of all ages and abilities. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. The Recreation Program Specialist differs from the next lower class of Senior Recreation Leader in that the latter class focuses on direct-line provision of general recreation service activities targeted for various populations. The Recreation Program Specialist class differs from Recreation Supervisor in that the incumbents of the latter class are responsible for overall programs for the communities that comprise a specified geographical region of the City.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

A Bachelor's Degree from an accredited college or university in Recreation and Leisure Services or closely related field AND one (1) year (equivalent to 2080 hours) of full-time recreation leadership or programming experience.

Acceptable Substitution

Additional years of increasingly responsible recreation leadership or programming experience may be substituted for the education requirement on a year-for-year basis for up to two (2) years. There will be no substitute for required one (1) year (equivalent to 2080 hours) of full-time recreation leadership or programming experience.

Required Licensing (such as driver's license, certifications, etc.)

- A valid First Aid certificate is required and must be maintained. Must provide proof of a valid certificate or will need to obtain a certificate within one (1) year of hire.
- A valid CPR certificate is required and must be maintained. Must provide proof of a valid certificate or will need to obtain a certificate within six (6) months of hire.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

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Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Planning – Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Possession of a valid State of California Class A or B driver's license with applicable endorsements is highly desirable.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Maintains financial records of fees collected; initiates refunds as appropriate; prepares reports, proposals, and various letters and memos. Conducts registrations as needed.	Daily/Several Times
2.	Plans, coordinates, conducts, and evaluates leisure and cultural events and human services for children and youth, seniors, and/or special needs populations in a City-wide or specific community service area.	Daily

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3.	Plans, monitors, and distributes budget resources to specific activities, events, programs, or projects. Participates in the preparation of the budget.	Daily
4.	Recruits, supervises, and trains part-time staff, interns and volunteers; evaluates staff performance.	Daily
5.	Prepares instructional material and secures supplies for classes.	Daily
6.	Reviews requests for service for completeness, contractual obligation and funding requirements; processes and/or forwards to appropriate party.	Weekly
7.	Interacts with citizens, community groups, private organizations and/or agencies, and other public and/or government agencies to identify and determine the leisure and human service needs of the population being served.	Weekly
8.	May negotiate contracts, fees, and facilities to provide special interest programs for children and youth, seniors, and/or special populations.	Weekly
9.	Plans, coordinates, and conducts special recreation events, trips, visits, programs, and social clubs for children and youth, seniors, and/or special needs populations.	Weekly
10.	Establishes recreation classes, including negotiating and contracting with instructors, entering classes into the automated system, setting class fees and charges, acquiring adequate facilities, and evaluating programs and classes.	Weekly
11.	Runs reports; maintains data; calls customers and collects outstanding fees from customers.	Weekly
12.	Inspects facilities for needed repairs, health concerns and custodial contract compliance; coordinates with various City departments, contractors and PRNS staff to coordinate repairs.	Weekly
13.	Participates in the development of resources through fund-raising, solicitations, and co-sponsorships; may initiate grant proposals for the support of programs.	Intermittent
14.	Plans, coordinates, and conducts special cultural activities, including festivals, concerts, recitals, dramas, and other fine arts programs.	Intermittent
15.	Provides information and referrals to the community regarding programs available, including developing and disseminating publicity through all forms of media.	Intermittent
16.	Performs first aid and CPR in case of injury.	As Required
17.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

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- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Lift, carry, push, and pull tools, equipment, and supplies weighing on average 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Communicate in person and over the telephone;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to program activities, possess ability to:

- Work in an outdoor environment with unpredictable working conditions including but not limited to exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, and odors.
- Swim for various periods of time (may be required for some positions).

CLASSIFICATION HISTORY *Created 7/80, (Formerly Recreation Program Coordinator) (Formerly Youth Specialist) (Formerly Teen Outreach Specialist), Rev. 4/85, Rev. 4/92, Rev. & Ret. 4/93, Rev. 2/98, Rev. 03/19; s001*