

**HESPERIA RECREATION AND PARK DISTRICT
SENIOR STAFF ASSISTANT- RECREATION & PARKS**

Definition

The Sr. Staff Assistant-Recreation & Parks, under direction of the Administrative Operations Manager-Recreation & Parks, provides supervision, training, and coordinates the activities of assigned Recreation and Parks Division staff. Performs a wide variety of duties involving the operations and supervision of programs, facilities, events, activities, and other related assignments.

Positions in this class are characterized by their ability to perform assigned duties with only occasional instruction or assistance. Judgment is sometimes required pertaining to when and how established procedures or guidelines are to be applied. Significant deviations from established procedures require prior approval.

Essential Functions

1. Develop, supervise, plan, organize, implement, and evaluate a variety of community services and recreation programs, including special events, youth sports, adult sports, outdoor activities, and teen activities and facilities.
2. Establish schedules and methods for providing recreation services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures.
4. Oversee community event and recreation publicity; assist with the updating of seasonal publications; coordinate the dissemination of recreation and community service publicity.
5. Identify community needs and recommend appropriate programs related to area of assignment.
6. Prepare periodic reports; maintain files and records in accordance with District standards.
7. Purchase/order supplies and materials necessary and in accordance with District policies.
8. Participate in the selection of full and part-time recreation & parks staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
9. Participate in the preparation and administration of the recreation & parks budget; submit budget recommendations; monitor expenditures.
10. Respond to questions, concerns and requests for information from the general public.
11. Coordinate District programs with other local agencies, organizations, and service providers.
12. Meet with public groups, clubs, organizations, and agencies to explain and promote District services, activities, and programs that encourage community participation.
13. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the recreation field; incorporate new developments as appropriate into programs.
14. Perform other related duties and tasks as assigned and needed.

Marginal Functions

1. Will perform additional tasks as required and needed.

While performing any of the above duties, must be aware that he/she is acting as a representative and must be public relations conscious.

This position is a full time position (40 hours per week). A variety of days and times will be required. Possible days, nights, holidays, and weekend work will be required at different locations throughout the community.

Benefits

- District paid employee and dependent health, dental, and vision insurance coverage.
- Term life insurance coverage of \$50,000.
- Paid vacation of up to 25 days a year depending on tenure, plus an employee buy back option.
- Paid sick leave as per policy.
- 13 paid holidays per year.
- Retirement with San Bernardino County Employees' Retirement Association.
- Voluntary Deferred Compensation Program available.
- District does not participate in the Social Security Program, except for the mandatory 1.45% Medicare Contribution.

Minimum Qualifications

Knowledge of:

- English usage, spelling, grammar, and punctuation; telephone etiquette, basic arithmetic, and modern office methods and equipment.
- Microsoft Office Suite.
- Recreation & Parks programs including supervision, planning, and development preferred.
- Knowledge of financial techniques, purchasing, and budget procedures.
- Supervisory skills, secretarial skills, communication, public relations, and policies.
- Federal, state, and local laws and regulations.

Ability to:

- Be tactful and adept when dealing with others.
- Organize and prioritize work.
- Type at a speed of not less than 45 words per minute, at a corrected rate.
- Perform work with accuracy and attention to detail.
- Understand specialized documents and other materials encountered in the work.
- Work with other employees and maintain cooperative working relationships.
- Demonstrate strong verbal and written communication skills; assign tasks and review quality of work.

Experience/Education

- High School Diploma or equivalent and two year degree from an accredited college in recreation, business, or related field.
- Two years' progressively responsible work experience in recreation programming or supervisory experience may be substituted for the college requirement.
- Possess a work history that demonstrates maturity, longevity, and commitment.

Working Conditions

Environmental Conditions: Indoor and outdoor environment, exposure to possible inclement weather conditions; exposed to products used for arts & crafts, potentially hazardous chemicals, various colognes/perfumes, dust, fumes from printing cartridges; exposure to noise/vibrations from office machines, wind, pollen, and stinging insects; possible work around slippery and uneven surfaces.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, lifting, pushing, pulling, reaching, carrying, and squatting; sitting, standing, or walking for prolonged periods of time; use of hands to finger, handle, or feel objects, write, type, use telephone, operate office machinery; handle money; close and distance vision; speaking; hearing; driving vehicle. High level of concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

Examination/Selection Process

All applications will be screened and only those candidates who best match the needs of the District will be invited to compete further in the examination process, which may include pre and/or post interview testing.

Must possess a valid California Driver License and produce a DMV printout of driving record upon request. Take and pass a medical exam if requested. Undergo and clear fingerprinting and background check as prerequisite of employment.

Final Filing Date

The position is open until filled. All applicants are required to complete a District application form and submit it to the Hesperia Recreation and Park District, 16292 Lime Street, Hesperia, CA, or mail to P. O. Box 401055, Hesperia, CA 92340.

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services.

Salary Range: A Step \$21.73 per hour- E Step \$26.48 per hour- Pending Board Approval

Effective Date: July 2, 2019

Hesperia Recreation and Park District is an Equal Opportunity Employer.