

CLASSIFICATION: COMMUNITY RECREATION SPECIALIST

Class Code: 2079-24

Date Established: 11-02-92

Occupational Code: 7-3-7

Date of Last Revision: 4-30-13

BASIC PURPOSE: To coordinate program development and to provide technical assistance to municipalities and agencies regarding community recreation programs and facilities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Assists municipalities, organizations and agencies in the planning, establishment, financing, coordination and administration of recreation programs and park facilities.
- Provides information to public and private groups for special programs of appropriate recreation for the handicapped and elderly.
- Coordinates ADA accessibility guidelines for department.
- Develops, conducts and evaluates recreation and park training institutes and conferences for staff, board members, municipal officials, and other professionals.
- Writes technical, informational, and training publications, pamphlets, and news releases on recreation and parks operations and schedules.
- Establishes and promotes recreation park standards.
- Provides aid to local communities in recruiting, training and placement of recreation workers.
- Conducts surveys and studies to determine the recreational needs of the state and disseminates the results through the use of all types of news media.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

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Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in business management or related field, one year of which shall have been at a professional level*. Each additional year of approved work experience may be substituted for one year of required formal education.

***Preferred Qualifications:** Preference will be given to candidates that possess experience in parks, recreations, resort, sport facility or natural resources management or a related field.

License/Certification: Valid Driver's license. Eligibility for certification under the National Recreation and Park Association Professional Certification Program.

RECOMMENDED WORK TRAITS: Extensive knowledge of the principles, practices and techniques of recreation administration. Knowledge of federal and state laws and regulations pertaining to recreation programs, development of facilities, and financial aid. Knowledge of accounting. Ability to plan recreational programs of wide variety and age interest. Ability to speak effectively before public and civic groups. Ability to prepare promotional materials and effectively utilize all methods of news media. Ability to prepare complex surveys and reports. Ability to establish and maintain effective working relationships with federal, state and local officials, civic group representatives, members of commercial recreation organizations and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.