

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Recreation Assistant
Supervisor: Operations and Facilities Manager	Department: Parks, Culture and Recreation
Wage Grade: 4	Full Time/Part Time: Full Time
Probationary Period: 6 months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: <i>Jeff P. Hawley</i>	Date: <i>2-17-2009</i>
Reviewed By:	Date:
HR Approval: <i>Kelly Stiles</i>	Date: <i>2/17/2009</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview, successful completion of pre-employment drug screening, and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description outlines the general requirements and duties of the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **02-2009**

What is the overall purpose and objective of this position (why does this position exist)?

This position provides routine clerical, secretarial and operational work in answering phones, receiving the public, providing customer assistance, cashiering, and data processing, assisting with providing for the safe use of the community center for patrons via the use of continual monitoring, enforcement of policies, checking for hazards, and preparedness for an emergency.

Explain the level of supervision received: **Receives direct supervision from the Operations and Facilities Manager.**

Explain the level of supervision this position exercises: **None**

POSITION RESPONSIBILITIES

List in order of importance the major responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- 1. Responds effectively to emergency situations and administers first aid as needed, enforces departmental policies, takes immediate disciplinary action against patrons who disregard the departmental rules, fills out reports, and cooperates fully with authorities as needed.**
- 2. Opens and closes building, depending on shift- thereby ensuring the security of the building and its contents for patrons and general protection of city assets.**
- 3. Receives the public and answers questions, responds to inquires and refers public, when necessary, to appropriate persons.**
- 4. Process facility fees and program registrations.**
- 5. Answers incoming calls via central telephone system and routes callers or provides information as required.**
- 6. Serves as cashier including receipting of payments along with posting monies to appropriate accounts.**
- 7. Operates general office equipment, attends staff meetings and training sessions as requested.**
- 8. Monitors public areas.**
- 9. Miscellaneous duties as assigned, such as aid recreation staff with setup and break down as needed, assist on supply and mail runs, office orders, cleanup of small spills-including blood, etc.**

Does this position have access to confidential information? Yes **X** No if yes, please provide detail. **Has access to limited patron personal information needed for programs. May be required to record, document, and maintain incidents of a confidential nature.**

Does this position have access to or handle City funds? Yes No If yes please provides detail. **This position handles facility membership and program fees.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes No If yes, please explain. **This position receives the public and answers questions, responds to inquires and refers, when necessary, to appropriate persons.**

What are the minimum qualifications necessary for this position?

- **High School diploma or GED equivalent; and**
- **six (6) months experience working with the public; and**
- **valid Alaska drivers license or ability to obtain one within 30 days of employment and prior to operating a city vehicle.**
- **Any combination of education and experience that provide the knowledge, skills, and abilities listed above will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **Specialized course work in general office practices such as typing, filing, and data entry.**
- **One (1) years of professional office experience, in a public sector environment.**
- **Current certifications in First Aid, CPR, and AED.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Ability to establish and maintain productive working relationships with the City of Unalaska staff, the public, vendors, and agencies.**
- **Ability to perform cashier duties accurately.**
- **Some knowledge of accounting principles and practices.**
- **Ability to communicate effectively verbally and in writing.**
- **Ability to work under pressure and to maintain professionalism while managing simultaneous tasks and projects.**
- **Ability to obtain First Aid, CPR, and AED certification.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Working knowledge of personal computer, including word processing and data base software.**
- **Working knowledge of office equipment including calculator, copy machine, multi-line phone, mobile or portable radio, and fax machine.**
- **Ability to operate a motor vehicle.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important:

The ability to receive the public, answers questions, respond to inquires and refer, when necessary, to appropriate persons

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Yes, position is subject to successful completion of pre-employment drug testing prior to beginning work, and will be subject to future periodic drug and alcohol tests on a random basis without advance notice. Position is subject to pre-employment criminal investigation as defined by Alaska Statute 12.62.**

Is there any training, certification(s), or standards required for this position which an employee must maintain to retain this position? If so, please provide detail:

Employee's certifications in Standard First Aid, CPR and AED must be maintained for duration of employment. All other required certifications and licenses must remain current for the duration of employment.

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)?

Yes X No ___ if yes, please explain: **It is necessary to work flexible hours including evenings and weekends. Occasionally the position may be required to work outdoors and be physically active with the youth and program participants. Occasional emergency or non-traditional hours may be necessary. This position may be assigned to the Aquatics and/or the Community Center.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

- a. Standing ___10% of time
- Walking ___20% of time
- Sitting ___70% of time

This position receives the public and answers questions, responds to inquires, and refers, when necessary, to

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appropriate persons.

- b. Lifting _____ lbs.
- Carrying _____ lbs.
- Pushing _____ lbs.
- Pulling _____ lbs.

- 2. Climbing
- Balancing

- 3. Reaching
- Handling

- 4. Stooping
- Kneeling
- Crouching
- Crawling

- 5. Speaking
- Hearing

Answers central telephone system, route callers or provides information as required, and enforce department policies.

- 6. Seeing
- Depth Perception
- Color Vision

Serves as cashier including receipting of payments along with posting monies to appropriate accounts.

SUMMARY HISTORY

- 04-2001 Included probationary period on Page 1. Removed percentages from job duties. Included drug testing and criminal investigation language. Changes made in 4-01 JD never approved.
- 04-2002 Included "selection guidelines" on page 1. Included required certifications and licenses to remain current language. Minor language changes.
- 09-2004 Minor formatting changes to make consistent with current form. Included standard language. Included driver's license requirement. Minor changes to requirements to make more consistent with other positions within the City that are the same wage grade. Per Article XVII (G) the Administrative Assistant I and Administrative Assistant II positions have been combined to a single position and received a new title.
- 03-2005 Direct report changed from Operations Supervisor to Recreation Manager.
- 08-2005 Language was included that specifies that the position may perform the same

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duties at both the Community Center and the Aquatics Center.

02-2009 Changed supervisor from Recreation Manager to Operations and Facility Manager.