



## *Employment Opportunity*

# **COMMUNITY SERVICES ASSISTANT**

(Part-time, 32 hours per week, year-round)

**Deadline to Apply: February 10, 2017**

**Salary: \$15.00 per hour**

### **DEFINITION**

Under general direction of Recreation Supervisor, to assist in conducting various youth & adult recreation & sports programs; assist in organization, promotion & coordination of special events & activities; to perform related duties as assigned.

### **EXAMPLES OF DUTIES**

These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. (E=Essential Duty; M=Major Portion of Time)

- ◆ Assists in planning, promoting, implementing, supervising, and coordinating recreation and sports programs, day camp, aquatics and special events. (E,M)
- ◆ Proficiently operates computer and software programs in the design, preparation and distribution of Community Services publicity, including press releases, flyers, and printed schedules. (E,M)
- ◆ Serves as primary operator of Community Services Department Live Scan (finger printing) machine and performs all related services. (E,M)
- ◆ Promotes interest and participation in recreation through public relations, social media and informational programs. (E)
- ◆ Assists in administration of the youth and adult sports and recreation classes, including processing registration forms and accepting fees. (E,M)
- ◆ Assists in recruitment, selection, training and supervision of seasonal personnel. (E)
- ◆ Plans work, schedules, and trains assigned staff. (E)
- ◆ Serves as a backup to the department receptionist. (E)
- ◆ Responds to citizen inquiries and requests for information. (E)
- ◆ Works with other City departments and divisions, and with outside agencies to execute events. (E,M)
- ◆ Orders supplies and maintains inventory. (E)
- ◆ Assists in the implementation of the Summer Concert Series, Moonlight Movie Madness, Ukiah Country PumpkinFest and other Community Services programs and activities as assigned. (E)
- ◆ Works flexible hours, including weekends, evenings and holidays as needed. (E)
- ◆ Performs related duties as assigned. (E)

### **KNOWLEDGE OF**

- ◆ Principles, procedures, and requirements used in developing and administering recreation and sports programs adapted to the particular needs of the community, including youth and cultural activities.
- ◆ Modern office procedures, methods and computer equipment.
- ◆ Business letter writing and basic report preparation.
- ◆ Recent developments, current literature and sources of information related to recreation services planning and administration.
- ◆ Public relations principles and techniques.

### **ABILITY TO**

- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative relationships with the general public and those contacted in the course of work.
- ◆ Properly interpret and make decisions in accordance with laws, regulations and policies.
- ◆ Work well independently and function as member of cohesive team.
- ◆ Work well in a fast-paced, often hectic environment, and meet established deadlines.
- ◆ Generate support and enthusiasm of leaders, participants, groups and agencies in recreation programs.
- ◆ Coordinate and compile information and statistics into complete, clear and concise records and reports.
- ◆ Operate and use a computer and appropriate software programs for long periods of time.
- ◆ Lift 50 pounds.
- ◆ Work flexible hours and weekends.

### **EXPERIENCE AND EDUCATION**

High school graduate or equivalent. Work experience and/or college course work in recreation or related field preferred. Experience with PC based applications including Word, Excel, Adobe, Publisher, Social Media and WordPress preferred.

### **NECESSARY SPECIAL REQUIREMENTS**

- ◆ Possession of a valid Class C California Driver License.
- ◆ CPR for infant, child and adult and standard first aid certificate must be obtained within first 6 months of employment.
- ◆ Work flexible schedule to include weekends, holidays and evenings as needed.

## BENEFITS

<b>Retirement</b>	CalPERS "Classic" members: 2.7%@55 with employee contributing 8% of pre-tax salary. "New" members: 2%@62 with employee contributing 6.75% of salary. The City of Ukiah does not contribute to Social Security.
<b>Medical</b>	The City provides a pro-rated amount of \$721.00 per month.
<b>Holidays</b>	Seven holidays are provided on a prorated basis (6.4 hours per day) per fiscal year.
<b>Sick Leave</b>	Sick leave is provided up to a maximum of 24 hours per fiscal year.
<b>Personal Leave</b>	12.8 hours of personal leave is provided on a prorated basis (6.4 hours per day) per fiscal year.

## APPLICATION PROCESS

Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6272 or they may be downloaded at [www.cityofukiah.com/jobs](http://www.cityofukiah.com/jobs). Applications must be filled out completely and received by the Human Resources Department at 5:00 p.m. on the final filing date. Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. This process may include a variety of techniques designed to test applicants' knowledge, skills and abilities to perform the duties and responsibilities of the job. An Eligibility list will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

### CITY OF UKIAH CORE VALUES

#### PROFESSIONALISM

*We demonstrate professionalism through proficiency, reliability, and our drive to make opportunities happen.*

#### SERVICE

*We inspire confidence in our organization and our team members by consistently providing exceptional service.*

#### TEAMWORK

*We believe in creating an environment that fosters teamwork and processes that support equal opportunity, collaboration, and commitment to common goals.*

#### INNOVATION

*We work to discover practical solutions, challenge prevailing assumptions, and create new ideas that prove useful.*

#### SAFETY

*We strive to keep our community and our workplace safe and healthy.*

*In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.*

*In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 463-6244 so your request may be reviewed prior to the occurrence of the test.*

**Application materials are available from:**

**City of Ukiah - Human Resources**

300 Seminary Ave

Ukiah, CA 95482

Phone: (707) 463-6272

[www.cityofukiah.com/jobs](http://www.cityofukiah.com/jobs)

**FINAL FILING DATE: February 10, 2017**

**The City of Ukiah is an Equal Opportunity Employer  
committed to building a diverse workforce.**

*Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked.*