Employment Opportunity

COMMUNITY SERVICES ASSISTANT
(Part-time, 32 hours per week)

Deadline to Apply: 5:00 p.m. on Thursday, June 18, 2015

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

EXAMPLES OF DUTIES:
(These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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)
- Promotes interest and participation in recreation and sports 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, M)
- Plans work, schedules, and trains assigned staff. (E, M)
- 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)
- Actively seeks sponsors and advertisers to support recreation activities. (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.

QUALIFICATIONS

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 leisure 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.
- 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.
- Type 40 words per minute, which requires manual dexterity.
- 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, Internet, Adobe, Publisher, and WordPress preferred.

**Necessary Special Requirements:**
- Possession of a valid Class C California Driver’s 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.

**SALARY**
$12.00 per hour, 32 hours per week; this position offers limited benefits, including medical, dental, vision, life insurance coverage, and paid days off for sick leave, holidays, and personal leave on a prorated basis. The City provides a health insurance contribution equivalent to the employee only medical premium.

**RETIREMENT**
The City is a member of the Public Employees Retirement System (PERS). **PERS Classic Members:** Receive the formula 2.7% at 55, with single highest year final compensation. The employee pays the 8% share of the PERS member contribution. **PERS New Members:** Receive the formula 2% at 62, with a three consecutive year average final compensation. The employee pays the 6.75% PERS member contribution, which may change each fiscal year to be at least 50% of the normal cost rate as determined by PERS. The City does not contribute to Social Security.

**APPLICATIONS**
Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6200, or they may be downloaded at [www.cityofukiah.com](http://www.cityofukiah.com). Applications must be filled out completely and received by the Human Resources Department by 5:00 p.m. on the final filing date. Resumes are encouraged, but cannot be accepted in lieu of an official application unless specified. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the Eligibility List, or discharge from employment.

**SELECTION**
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.

FILING DATE
Submit a completed City of Ukiah application form to Human Resources, 300 Seminary Avenue, Ukiah, CA 95482. Applications may be downloaded at www.cityofukiah.com. **Deadline to apply: 5:00 p.m. on June 18, 2015.** Applications received after the deadline or incomplete applications will not be considered.

NOTE TO APPLICANTS
You will be required to submit verification of your citizenship or legal right to work in the United States at the time of an offer of employment. Employment will be subject to verification of this requirement.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Ukiah is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status.

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 testing.