

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JANUARY 7, 2020 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
RECREATION DEPT. STAFF PLANNING/ POSITION DESCRIPTIONS	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	SCOTT STOPAK RECREATION DIRECTOR

**SYNOPSIS**

A discussion item has been placed on the agenda to review Recreation Department staff planning recommendations and updated position descriptions.

**FISCAL IMPACT**

N/A – No additional positions or salary adjustments are being proposed.

**RECOMMENDATION**

Discussion only.

**BACKGROUND**

As a follow up to recommendations received in the recently completed Novak Assessment and results of the Community Interest & Opinion survey, the Recreation Department has been working to review and assess current functions and needs of the department, as well as those related future programming and services. The result is a recommendation to retitle some positions and update the department organization chart and position descriptions.

Specifically, one of the Novak recommendations was the need to reclassify and more clearly define the roles and responsibilities of the (3) “Program Coordinator” positions. Following review and evaluation, it is recommended that these positions be structured and retitled as:

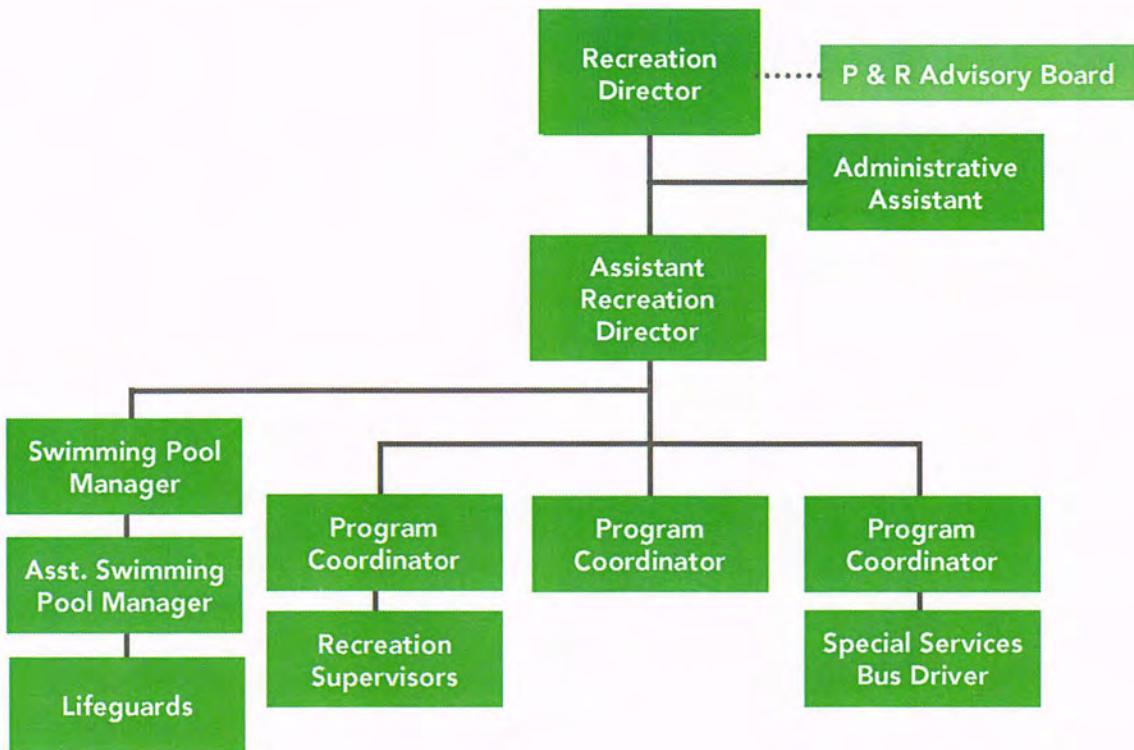
- Operations Manager
- Youth & Adult Sports Manager
- Senior Services Manager

Additional recommendations in the Novak assessment included reallocating supervisory and operational responsibilities between the Recreation Director and the Assistant Recreation Director and retitling the part-time “Recreation Supervisor” to “Recreation Attendants.” These adjustments have been included in the position description updates.

For your reference, this agenda item includes the following:

- Exhibit A — Current Recreation Department Organization Chart
- Exhibit B — Recommended Position Functions
- Exhibit C — Recommended Department Organization Chart
- Exhibit D — Recommended Position Description Updates

## Exhibit A



## Exhibit B

### Recreation Department – Recommended Position Functions

#### **Director**

- Strategic direction
- City Council work
- Policies
- Supervision
- Parks and Recreation Board
- Capital projects
- Budget preparation
- Department plan

#### **Assistant Director**

- Supervision of Recreation Attendants
- Performance Measures/Evaluating effectiveness of programs
- Budget preparation
- Partnerships/Programming
- Cost recovery

#### **Operations Coordinator**

**(identified as Community Center Supervisor in the Novak study)**

- Supervision of Aquatics
- Facility Management
- ActiveNet and other software
- Marketing assistance

#### **Youth and Adult Sports Coordinator**

- Youth sports programs
- Adult sports programs
- Field rental and scheduling
- Level of service agreement with Public Works

#### **Senior Services Coordinator**

- Meals
- Outings
- Activities/Programs
- Partnerships
- Public Transportation

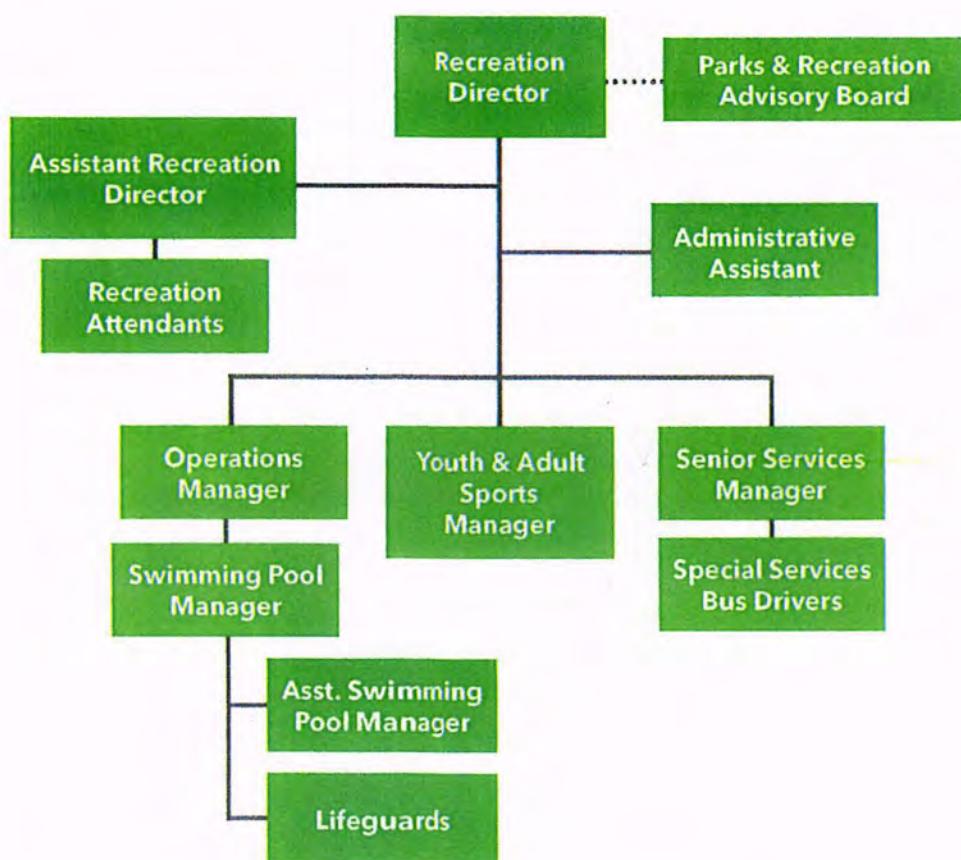
#### **Administrative Assistant**

- Clerical functions: receipt money, routes mail, prepares correspondence, processes payroll, purchase orders prepares invoices for billing
- Prepares monthly reports for various functions of the department
- Customer service
- Facility rentals

#### **Recreation Attendant**

- Customer service
- Program registrations
- Facility rentals
- Special event assistance
- Sports coordination

## Exhibit C



## Exhibit D

### Recommended Position Description Updates

**POSITION DESCRIPTION**  
**CITY OF LA VISTA**

**Position Title:** Recreation Director

**Position Reports To:** Assistant City Administrator/Director of Community Services

**Position Supervises:** Assistant Recreation Director, Operations Manager, Youth and Adult Sports Manager, Senior Services Manager, Administrative Assistant II.

**Description**

Under the supervision of the Assistant City Administrator/Director of Community Services, the Recreation Director provides oversight for all personnel, facilities and programs within the Recreation Department. The duties of this position are carried out with wide latitude, judgement, and discretion.

**Essential Functions** (with or without reasonable accommodation)

1. Oversee the daily operation of municipal recreation programs and facilities.
2. Supervise all full-time Recreation Department staff.
3. Evaluate the effectiveness of recreation areas, facilities, and services.
4. Develop immediate and long-range plans to meet the recreational needs of all age groups based on feedback from the community.
5. Hire, schedule, supervise and evaluate full time Recreation staff.
6. Respond to citizen inquires, complaints and information requests.
7. Oversee preparation of the annual budget and direct the expenditure of departmental funds.
8. Act as a liaison and staff representative to the Parks & Recreation Advisory Board.
9. Research grants and programs of interest to the community in the area of recreation development.
10. Develop, implement and update as necessary, the Master Parks and Recreation Plan.
11. Develop and implement the department operational plan.
12. Develop and implement policies and procedures for the Recreation Department.
13. Oversee the purchase and inventory of equipment and supplies including the development of bid specifications.
14. Serve as a member of the City's management team. Attend and participate in City Council meetings, work sessions and a variety of other meetings as needed or directed.
15. Solicit donations and corporate sponsorships.
16. Oversee the maintenance of accurate records and evaluation summaries for all programs and personnel.
17. Coordinate capital improvement project development and scheduling with Public Works.
18. Performs other duties as directed or as the situation dictates.

**Essential Physical and Environmental Demands**

1. Work indoors, but occasionally outdoors during periods of hot, cold, windy and/or wet conditions.
2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.

4. Continually speak to communicate telephonically and face to face.
5. Continually see to manage personnel, programs and facilities, operate office equipment, and complete paperwork.
6. Occasionally climb, balance, stoop, kneel crouch or crawl.
7. Frequently use manually dexterity to operate office equipment.
8. Drive a motor vehicle from one recreational facility to another.
8. Lift up to 45 pounds occasionally.

#### **Education, Training, License, Certification and Experience**

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, public administration or related field.
3. Seven (7) years experience in recreation field; or any equivalent combination of post-bachelor's degree and experience, with post-bachelor's degree full-time education substituting on a year for year basis for the required experience.
4. Seven (7) years supervisory experience.
5. The City may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.

#### **Knowledge, Skills and Abilities**

1. Extensive knowledge and understanding of recreation principles, concepts and techniques.
2. Knowledge and understanding of recreational program development and implementation
3. Knowledge and understanding of municipal finance and budgeting.
4. Ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
5. Knowledge of the principles of organization, administration and personnel management.
6. Ability to prepare and supervise the preparation of clear, accurate, comprehensive recommendations and reports. Effective writing skills and oral skills sufficient to speak to public and deliver presentations.
7. Must possess the insights and skills to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
8. Must possess the ability to plan, execute and evaluate programs on a continuing basis.
9. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
10. Ability to work independently, as part of a team and with the public.
11. Ability to handle confidential information in a sensitive manner.
12. Conflict management skills.
13. Knowledge and understanding of park and ball field maintenance.
14. Knowledge and understanding of sports rules and regulations.
15. Computer skills and ability to use MS Office products.
16. Basic mathematical skills.
17. Ability to operate office equipment such as a photocopier, fax machine, and postage meter.
18. Ability to provide own transportation.

19. Ability to work varying schedules, including evenings, weekends and holidays.
20. Ability to consistently maintain regular and dependable attendance on the job.

**Contributions this Position Makes to the City**

The Recreation Director provides essential assistance to the Assistant City Administrator/Community Services Director. The Director provides leadership, guidance and support for staff in the development and execution of programs to fulfill department goals and objectives and enhance the quality of life for La Vista residents.

**Disclaimer**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the City as the demands of the position change over time.

**Note: A drug screen will follow all conditional offers of employment.**

I have read and understand the requirements of this position description.

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Signature

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Date

## POSITION DESCRIPTION

### CITY OF LA VISTA

**Position Title:** Recreation Director

**Position Reports To:** Assistant City Administrator/Director of Community Services

**Position Supervises:** Recreation Personnel/Assistant Recreation Director,  
Events Coordinator/Operations Manager, Youth and Adult Sports Coordinator/Manager, Senior Services Coordinator/Manager, Administrative Assistant II, and all other Recreation Personnel

#### **Description:**

This highly professional, responsible and administrativeUnder the supervision of the Assistant City Administrator/Director of Community Services, the Recreation Director position provides direction and oversight for all personnel, facilities and programs functions and activities withinrelated to the Recreation Department. The duties of this position are carried out with wide latitude, judgement, and discretion.

Under the direction general supervision of the Assistant City Administrator/Director of Community Services, is responsible for the overall planning, directing and supervision of municipal recreational activities at the Community Center, municipal playgrounds, parks, recreational areas, swimming pool and golf course.is responsible for the overall planning, directing and supervision of municipal recreational activities at the Community Center, Parks, Swimming Pool, municipal playgrounds, and all municipal recreational areas.The duties of this position are carried out with wide latitude, judgement, and discretion.

#### **Essential Functions:** (with or without reasonable accommodation)

1. Oversees the daily operation of municipal recreation programs and facilities.
2. Supervises both full-time and part-time staff all full-time Recreation Department staff.
3. Evaluate the effectiveness of recreation areas, facilities, and services.
- 3.4. Studies local conditions and develops immediate and long-range plans and goals to meet the recreational needs of all age groups based on feedback from the community.
- 4.5. Responsible for hiring, training, scheduling, supervising and evaluating full time Recreation staff/employees, and coordinating volunteer activities.
- 5.6. Responds to citizen inquiries, complaints and information requests.
6. Prepares Assists Oversee preparation of Prepares recreation personnel with preparation of the annual budget and directs the expenditure of departmental funds.
7. Assists in inspecting recreational areas, facilities and equipment to determine safety, adequacy and maintenance needs.
- 8.7. Responsible for the development of marketing information designed to attract and enhance participation, including yearly program/facility brochure.
- 9.8. Acts as a liaison and staff representative to the Parks & Recreation Advisory Board.

- 10.9. Researches grants and programs of interest to the community in the area of recreation development.
10. DResponsible for the development, and implementation and update as necessary, thef Master Parks and Recreation Plan.
11. Also produces an annual program and D\_Responsble for the development and implementation thef a department operationaldepartment facility development plan.
- 11.12. Develops and implements policies and procedures for the Recreation Department.
- 12.13. Oversees the purchase and inventoryinventory and purchase of equipment and supplies including the development of bid specifications.
- 13.14. Attends Department Head and City Council meetings and reports as needed. Serves as a member of the City's management team. Attends and participates in City Council meetings, work sessions and a variety of other meetings as needed or directed.
- 14.15. Solicits donations and corporate sponsorships.
- 15.16. Oversee the maintenance of aResponsible for maintaining accurate records and evaluation summaries for all programs and personnel.
- 16.17. Coordinates capital improvement project development and scheduling with Public Works-Director.
- 17.18. Performs other duties as directed or as the situation dictates.

**Note: Physical examination and drug screening tests will follow all conditional offers of employment.**

### **Essential Physical and Environmental Demands**

1. Work indoors, but occasionally outdoors during periods of hot, cold, windy and/or wet conditions.
2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.
4. Continually speak to communicate telephonically and face to face.
5. Continually see to manage personnel, programs and facilities, operate office equipment, and complete paperwork.
6. Occasionally climb, balance, stoop, kneel crouch or crawl.
7. Frequently use manually dexterity to operate office equipment.
8. Drive a motor vehicle from one recreational facility to another.
8. Lift up to 45 pounds occasionally.

**The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.**

- Work is performed both indoors and outdoors year round.
- Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.
- For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.
- While performing the duties of this job, the employee is occasionally asked to stand or sit, walk, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl; talk and hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversation levels.
- Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.

### **Education, Training, License, Certification and Experience**

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, ~~natural resources administration~~, public administration or related field.
3. Seven (7) ~~years~~ years experience in recreation field; or any equivalent combination of post-bachelor's ~~degree and degree full-time education and~~ experience, with post-bachelor's degree full-time education substituting on a year for year basis for the required experience.
4. ~~Five~~ Seven (57) ~~years~~ years supervisory experience.
- 4.5. The City may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.

### **Knowledge, Skills and Abilities**

1. Extensive knowledge and understanding of recreation principles, concepts and techniques.
2. Knowledge and understanding of recreational program development and implementation
3. Knowledge and understanding ~~of municipal~~ of municipal finance and budgeting.
4. Ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
5. Knowledge of the principles of organization, administration and personnel management.
6. Ability to prepare and supervise the preparation of clear, accurate, comprehensive recommendations and reports. Effective writing skills and oral skills sufficient to speak to public and deliver presentations.
7. Must possess the insights and skills to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
8. Must possess the ability to plan, execute and evaluate programs on a continuing basis.

9. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
10. Ability to work independently, as part of a team and with the public.
- 11.
12. Ability to handle confidential information in a sensitive manner.
13. Conflict management skills.
14. Knowledge and understanding of park and ball field maintenance.
15. Knowledge and understanding of sports rules and regulations.
16. Computer skills and ability to use MS Office products.
17. Basic mathematical skills.
18. Ability to operate office equipment such as a photocopier, fax machine, and postage meter.
19. Ability to provide own transportation.
20. Ability to work varying schedules, ~~including evenings~~including evenings, weekends and holidays.
21. Ability to consistently maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City:

~~Theis Recreation Director position provides critical assistance essential assistance to the Assistant City Administrator/Community Services Director. and contributes to the success of the City by working closely with the Executive Team on complex and strategic recreation initiatives. The Director provides Recreation Director leadership, guidance and support for staffs in t-the effortshe development and execution of to programs to fulfill department goals and objectives and enhance the quality of life for e Enhance quality of life for La Vista residentscitizens of all ages. Provide leadership, guidance and support to Recreation staff, whom as part of the overall Recreation team provide comprehensive recreation opportunities to all participants. ts.~~

Disclaimer:

~~This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the City as the demands of the position change over time.~~

Note: A drug screen will follow all conditional offers of employment.

~~This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.~~

I have read and understand the requirements of this position description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Recreation Director

Position Description

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## POSITION DESCRIPTION CITY OF LA VISTA

**Position Title:** Assistant Recreation Director  
**Position Reports To:** Recreation Director  
**Position Supervises:** Recreation Attendants and general supervision of all Recreation Personnel.

### Description

Under the direction of the Recreation Director, the Assistant Recreation Director provides direction, oversite for all functions and activities related to youth and adult programming and recreation events. This position serves as the acting department director in his/her absence or represents the Director as assigned. These duties are carried out with wide latitude, judgement, and discretion.

### Essential Functions (with or without reasonable accommodation)

1. Hire, train, schedule, supervise and evaluate all Recreation Attendants and coordinate volunteers.
2. Assist with the preparation of the department budget.
3. Plan events, assist with facility improvements and determine equipment needs to ensure effective utilization of resources.
4. Respond to citizen inquiries, complaints and information requests.
5. Assist with preparation of the annual budget and direct expenditure of departmental funds.
6. Assist with the solicitation of donations and corporate sponsorships.
7. Develop, and implement performance measures.
8. Assist with the development, implementation and evaluation of programs to ensure that goals and objectives are met.
9. Assist with the development of marketing materials designed to attract and enhance participation including the quarterly newsletter insert and the Community Event Guide.
10. Responsible for the transportation of equipment and supplies between locations.
11. Prepare reports, evaluations and general correspondence.
12. Responsible for the compilation and maintenance of records.
13. Develop and implement the department operational plan.
14. Assist with the purchase and inventory of equipment and supplies. When necessary, develop bids specifications.
15. Direct the activities of the Recreation Department in absence of Recreation Director.
16. Attend and participate in City Council meetings, work sessions and a variety of other meetings as needed or directed.
17. Perform other duties as directed or as the situation dictates.

### Essential Physical and Environmental Demands

1. Work indoors, but occasionally outdoors during periods of hot, cold, windy and/or wet conditions.
2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.

4. Continually speak to communicate telephonically and face to face.
5. Continually see to manage personnel, programs and facilities, operate office equipment, and complete paperwork.
6. Occasionally climb, balance, stoop, kneel crouch or crawl.
7. Frequently use manually dexterity to operate office equipment.
8. Drive a motor vehicle from one recreational facility to another.
8. Lift up to 45 pounds occasionally.

#### **Education, Training, License, Certification and Experience**

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, or related field.
3. Five (5) years of experience in recreation field.
4. Five (5) years of experience in supervising employees and coordinating activities of volunteers.
5. The City may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.

#### **Knowledge, Skills and Abilities**

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. Knowledge of the principles of organization, administration and personnel management.
3. Knowledge and understanding of recreational program development and implementation.
4. Possess the insight and skill that are necessary to achieve program objectives through the efforts of staff and volunteers.
5. Ability to plan, execute and evaluate programs on a continuing basis.
6. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
7. Ability to work independently, as part of a team and with the public.
8. Ability to communicate effectively in both oral and written form.
9. Ability to prepare and maintain accurate records and reports.
10. Ability to handle confidential information in a sensitive manner.
11. Conflict management skills.
12. Knowledge and understanding of park and ball field maintenance.
13. Knowledge and understanding of sports rules and regulations.
14. Computer skills and ability to use MS Office products.
15. Basic math and money-changing skills.
16. Ability to operate office equipment such as a photocopier, fax machine, telephone and postage meter.
17. Ability to provide own transportation.
18. Ability to work varying schedules, including evenings, weekends and holidays.
19. Ability to consistently maintain regular and dependable attendance on the job.

#### **Contributions this Position Makes to the City**

The Assistant Recreation Director provides essential assistance to the Recreation Director. The Assistant Director provides leadership, guidance and support for staff in

the development and execution of programs to fulfill department goals and objectives and enhance the quality of life for La Vista residents.

**Disclaimer**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the City as the demands of the position change over time.

**Note: A drug screen will follow all conditional offers of employment.**

I have read and understand the requirements of this position description.

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Signature

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Date

## POSITION DESCRIPTION CITY OF LA VISTA

**Position Title:** Assistant Recreation Director  
**Position Reports To:** Recreation Director  
**Position Supervises:** Program Coordinator, Part-Time Staff and Coordinates  
Volunteers, Recreation Supervisors, Special Services Transportation Drivers and general  
supervision of all Recreation Personnel, Recreation Attendants and general supervision  
of all  
Recreation Personnel.

### Description

This highly professional, responsible and administrative position provides Under the direction of the Recreation Director, the Assistant Recreation Director provides direction, oversite and oversight for all functions and activities related to youth and adult programming, sports, senior services, special services transportation program, and recreation events. This position serves as the acting department director in his/her absence or represents the Director as assigned. These duties Under the general supervision of the Recreation Director, the duties of this position are carried out with wide latitude, judgement, and discretion. Under the direction of the Recreation Director assists in planning, directing and supervising municipal recreational activities with primary responsibility for special events, sports leagues and tournaments.

### Essential Functions: (with or without reasonable accommodation)

1. Supervises Program Coordinator, part-time staff, Recreation Supervisors and Special Services Transportation Drivers and coordinates activities of volunteers and provides general supervision of all Recreation Personnel.  
Provides coordination and daily oversight over the special services transportation program.
  1. HireAssists in hiring, training, scheduling, supervising and evaluating employees, Recreation Attendants and coordinate volunteers and coordinating volunteer activities.
  2. Assist with the preparation of the department budget.
  3. Responsible for planning events, assisting with facility improvements and determining equipment needs to ensure effective utilization of resources.
  4. Responds to citizen inquiries, complaints and information requests.
  5. Assists within preparation of the annual budget and directs expenditure of departmental funds.
  6. Assists within the solicitation of donations and corporate sponsorships.
  7. Assists in the daily operation of municipal recreation programs, facility scheduling and monitoring of facility usage.
  7. Develop, and implement performance measures.
  8. Responsible for issuing equipment to coaches and participants, and ensures proper return of same.
  9. Assists within the development, implementation and evaluation of programs to ensure that goals and objectives are being met.

- 10.9. Assists within the development of marketing materials designed to attract and enhance participation including the quarterly newsletter insert and the Community Event Guide annual program/facilities brochure.
11. Monitors and evaluates programs to insure ensure that goals and objectives are being met.
12. Responsible for transporting Responsible for the transportation of equipment and supplies between locations.
13. Assists in participant registration.
14. Assists in facility scheduling and monitoring facility use.
15. Prepares reports, evaluations and general correspondence.
12. Responsible for the Responsible for the compilation and maintenance of records.
16. Develop and implement the department operational plan.
17. Assist with Oversees the inventory and purchase/purchase and inventory of equipment and supplies. When necessary, including development of bid specifications, develop bids specifications.
18. Direct the activities of the Recreation Department in absence of Recreation Director, directs departmental operations.
- 15.
19. Attends department head and and participates in City Council meetings, work sessions and a variety of other meetings as needed or directed, and reports as needed.
20. Acts as a liaison and staff to the Parks & Recreation Advisory Board.
21. Performs other Performs other duties as directed as directed or as the situation dictates.

17.

#### **Essential Physical and Environmental Demands**

1. Work indoors, but occasionally outdoors during periods of hot, cold, windy and/or wet conditions.
2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.
4. Continually speak to communicate telephonically and face to face.
5. Continually see to manage personnel, programs and facilities, operate office equipment, and complete paperwork.
6. Occasionally climb, balance, stoop, kneel crouch or crawl.
7. Frequently use manually dexterity to operate office equipment.
8. Drive a motor vehicle from one recreational facility to another.
8. Lift up to 45 pounds occasionally.

The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed both indoors and outdoors year round.
- Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.
- For work being performed in an office setting, hand eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.

**Note: Physical examination and drug screening tests will follow all conditional offers of employment**

- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversation levels.
- Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.

### **Education, Training, License, Certification and Experience**

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, ~~natural resources administration, public administration~~ or related field.
3. Five (5) years of experience in recreation field ~~; or any equivalent combination of post-bachelor's degree full-time education and experience with post-bachelor's degree full-time education substituting on a year for year basis for the required experience.~~
4. Three-Five (53) years of experience in supervising employees and coordinating activities of volunteers.
- 4.5. The City may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.

### **Knowledge, Skills and Abilities**

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. Knowledge of the principles of organization, administration and personnel management.
3. Knowledge and understanding of recreational program development and implementation.
4. PMust possess the insights and skill that are In necessary to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
5. Must possess the Ability to plan, execute and evaluate programs on a continuing basis.
6. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
7. Ability to work independently, as part of a team and with the public.
8. Ability to communicate effectively in both oral and written form, both orally and in writing.
9. Ability to prepare and maintain accurate records and reports.
10. Ability to handle confidential information in a sensitive manner.
11. Conflict management skills.
12. Knowledge and understanding of park and ball field maintenance.

13. Knowledge and understanding of sports rules and regulations.
14. Computer skills and ability to use MS Office products.
15. Basic mathematical skills and money-changing skills.
16. Ability to operate office equipment such as a photocopier, fax machine, telephone and postage meter.
17. Ability to provide own transportation.
18. Ability to work varying schedules, including evenings, weekends and holidays.
19. Ability to consistently maintain regular and dependable attendance on the job.

#### **Contributions tThis Position Makes tTo tThe City**

The Assistant Recreation Director provides essential assistance to the Recreation Director. The Assistant Director provides leadership, guidance and support for staff in the development and execution of programs to fulfill department goals and objectives and enhance the quality of life for La Vista residents. : This position provides critical assistance to the Recreation Director and contributes to the success of the City by working closely with Recreation Department Staff on complex and strategic recreation initiatives. The Assistant Recreation Director assists with the efforts to enhance quality of life for La Vista citizens of all ages. Provide leadership, guidance and support to Recreation Staff, whom as part of the overall Recreation team provide comprehensive recreation opportunities to all participants.

#### **Disclaimer:**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the City as the demands of the position change over time.

Note: A drug screen will follow all conditional offers of employment.

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## POSITION DESCRIPTION CITY OF LA VISTA

**Position Title:** Youth and Adult Sports Manager  
**Position Reports To:** Recreation Director  
**Position Supervises:**

### Description

Under the direction of the Recreation Director, the Youth and Adult Sports Manager is responsible for planning, directing and supervising all youth and adult sport leagues, tournaments and field rentals. Also assists with department special events.

### Essential Functions (with or without reasonable accommodation)

1. Organize leagues and develop schedules for all sports programs.
2. Assist in planning events, facility improvements and determining equipment needs to ensure effective utilization of resources.
3. Coordinates the activities of volunteers.
4. Respond to citizen inquiries, complaints and information requests.
5. Assist public and provide telephone backup support.
6. Responsible for participant registration.
7. Assist in the daily operation of municipal recreation programs, facility scheduling and monitoring facility usage. Responsible for issuing equipment to coaches and participants and ensures proper return of same.
8. Responsible for the transportation of equipment and supplies between locations.
9. Assist in the development and implementation of programs.
10. Assist in the development of marketing materials designed to attract and enhance participation, including the quarterly newsletter and the Community Event Guide.
11. Monitor and evaluate programs to ensure goals and objectives are being met.
12. Prepare reports, evaluations and general correspondence.
13. Responsible for the compilation and maintenance of records.
14. Coordinate field usage and maintenance requests with Parks Department according to the Level of Service Agreement.
15. Assist with special events as required or necessary.
16. Performs additional duties as directed or as the situation dictates.

### Essential Physical and Environmental Demands

1. Work indoors, but occasionally outdoors during periods of hot, cold, windy and/or wet conditions.
2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.
4. Continually speak to communicate telephonically and face to face.
5. Continually see to manage personnel, programs and facilities, operate office equipment, and complete paperwork.
6. Occasionally climb, balance, stoop, kneel crouch or crawl.
7. Frequently use manually dexterity to operate office equipment.
8. Drive a motor vehicle from one recreational facility to another.

9. Lift up to 45 pounds occasionally.

#### **Education, Training, License, Certification and Experience**

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, or related field.
3. Three (3) years experience in recreation or related field.
4. Three (3) years experience in supervising and coordinating activities of volunteers.

#### **Knowledge, Skills and Abilities**

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. Possess the insight and skill to achieve program objectives through the efforts of staff and volunteers.
3. Possess the ability to plan, execute and evaluate programs on a continuing basis.
4. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prepare and maintain accurate records and reports.
7. Conflict management skills.
8. Knowledge and understanding of park and ball field maintenance.
9. Knowledge and understanding of sports rules and regulations.
10. Computer skills and ability to use MS Office products.
11. Basic mathematical and money-changing skills.
12. Ability to operate office equipment such as a photocopier, fax machine and postage meter.
13. Ability to provide own transportation.
14. Ability to work varying schedules, including evenings, weekends and holidays.
15. Ability to consistently maintain regular and dependable attendance on the job.

#### **Contributions this Position Makes to the City**

This position plays a critical role in the Recreation Department. It contributes to the success of the City by overseeing the youth and adult sports programs and assisting with special events, both of which enhance the lives of the residents of the City. The Youth and Adult Sports Coordinator is responsible for supporting the initiatives that contribute to the fulfillment of Recreation Department goals and objectives.

#### **Disclaimer:**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the City as the demands of the position change over time.

**Note: A drug screen will follow all conditional offers of employment.**

I have read and understand the requirements of this position description.

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Signature

Date

## POSITION DESCRIPTION CITY OF LA VISTA

**Position Title:**

Coordinator/Manager

**Position Reports To:**

**Position Supervises:**

Program Coordinator/Youth and Adult Sports

Assistant Recreation Director/Recreation Director

Part-Time Staff and Coordinates Volunteer Activities

**Description**

Under the direction of the Assistant Recreation Director, the Youth and Adult Sports Manager is responsible for planning, directing and supervising all youth and adult sport leagues and tournaments and field rentals. Position also provides supervision to part-time staff at Community Center during evenings and scheduled weekends. Also assists with departmental special events.

**Essential Functions:** (with or without reasonable accommodation)

1. Responsible for organizing leagues and developing schedules for all sports programs.
2. Assists in planning events, facility improvements and determining equipment needs to ensure effective utilization of resources.
3. Supervises part-time staff and Coordinates the activities of volunteers.
4. Responds to citizen inquiries, complaints and information requests.
5. Assists public at window and provides telephone backup support.
6. Responsible for participant registration.
7. Assists in the daily operation of municipal recreation programs, facility scheduling and monitoring facility usage. Responsible for issuing equipment to coaches and participants and ensures proper return of same.
8. Responsible for the transportation of transporting equipment and supplies between locations.
9. Assists in the development and implementation of programs.
10. Assists in the development of marketing materials designed to attract and enhance participation, including the annual quarterly program/facility brochure, newsletter and the Community Event Guide.
11. Monitors and evaluates programs to insure ensure goals and objectives are being met.
12. Assists in the solicitation of donations and corporate sponsorships.
13. Prepares reports, evaluations and general correspondence.
13. Responsible for the compilation and maintenance of records.
14. Coordinates field usage and maintenance requests with Parks Department according to the Level of Service Agreement.
14. Assist with special events as required or necessary.
15. Performs additional duties as directed or as the situation dictates.

**Essential Physical and Environmental Demands**

1. Work indoors, but occasionally outdoors during periods of hot, cold, windy and/or

wet conditions.

2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.
4. Continually speak to communicate telephonically and face to face.
5. Continually see to manage personnel, programs and facilities, operate office equipment, and complete paperwork.
6. Occasionally climb, balance, stoop, kneel crouch or crawl.
7. Frequently use manually dexterity to operate office equipment.
8. Drive a motor vehicle from one recreational facility to another.
9. Lift up to 45 pounds occasionally.

~~The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.~~

- ~~Work is performed both indoors and outdoors year round.~~
- ~~Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.~~
- ~~For work being performed in an office setting, hand eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.~~
- ~~While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.~~

~~Note: Physical examination and drug screening tests will follow all conditional offers of employment.~~

- ~~Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.~~
- ~~Must be able to hear and understand voices at normal conversation levels.~~
- ~~Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.~~

### **Education, Training, License, Certification and Experience**

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, ~~natural resources administration, public administration~~ or related field.
- 2.3. Three (3) years experience in recreation or related field.
- 3.4. Two-Three (23) years experience ~~Experience in supervising employees and supervising and coordinating~~ activities of volunteers.

### **Knowledge, Skills and Abilities**

1. Knowledge and understanding of recreation principles, concepts and techniques.

2. **PMust** possess the insights and skills to achieve program objectives through the efforts of staff and ~~contributed efforts of~~ volunteers.
3. **PMust** possess the ability to plan, execute and evaluate programs on a continuing basis.
4. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prepare and maintain accurate records and reports.
7. Conflict management skills.
- 7.
8. Knowledge and understanding of park and ball field maintenance.
9. Knowledge and understanding of sports rules and regulations.
10. Computer skills and ability to use MS Office products.
11. Basic mathematical and money-changing skills.
12. Ability to operate office equipment such as a photocopier, fax machine and postage meter.
13. Ability to provide own transportation.
14. Ability to work varying schedules, including evenings, weekends and holidays.
15. Ability to consistently maintain regular and dependable attendance on the job.

**Contributions tThis Position Makes tTo tThe City:**

**This position provides highly responsible assistance to the Recreation Department and contributes to the success of the City by planning, directing and supervising all youth and adult sport leagues, tournaments and field rentals.** This position plays a critical role in the Recreation Department. It contributes to the success of the City by overseeing the youth and adult sports programs and assisting with special events, both of which enhance the lives of the residents of the City. The Youth and Adult Sports Coordinator is responsible for supporting the initiatives that contribute to the fulfillment of Recreation Department goals and objectives.

**Disclaimer:**

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**This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.**

**Note: A drug screen will follow all conditional offers of employment.**

I have read and understand the requirements of this position description.

| **Program Coordinator**Youth and Adult Sports Coordinator

| Position Description

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Signature

Date

## POSITION DESCRIPTION CITY OF LA VISTA

**Position Title:** Operations Manager  
**Position Reports To:** Recreation Director  
**Position Supervises:** Aquatics Personnel

### Description

Under the direction of the Recreation Director, this full-time position is responsible for overseeing the daily operations of the Community Center, managing the aquatics facility, programs and staff, and assisting with special events within the department. This position oversees the IT functions and provides assistance with department marketing efforts.

### Essential Functions(with or without reasonable accommodation)

1. Manage Community Center and park rentals, and oversee building readiness for use.
2. Manage, create and implement programs within ActiveNet.
3. Maintain, oversee and create content for the Recreation Department's web pages.
4. Oversee and create content for the Reach Video Display system.
5. Respond to citizen inquiries, complaints and information requests.
6. Assist the public and provide telephone backup support for Recreation Attendants.
7. Back up and provide support for the Community Relations Coordinator in the development of and content for the City website and various social media platforms.
8. Develop marketing materials designed to attract and enhance participation in department programming, including the quarterly newsletter and the Community Events Guide.
9. Manage the aquatics facility and hire, supervise, train and lead the aquatics staff.
10. Prepare reports, evaluations and general correspondence.
11. Compile and maintain records.
12. Perform additional duties as directed or as the situation dictates.
13. Drive a motor vehicle to and from recreation sites.

### Essential Physical and Environmental Demands

1. Work indoors, but occasionally outdoors during periods of hot, cold, windy and/or wet conditions.
2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.
4. Continually speak to communicate telephonically and face to face.
5. Continually see to supervise the facilities, scorekeepers, time keepers and officials, operate office equipment, fill out paperwork, set up athletic equipment, perform room set-ups and drive a motor vehicle.
6. Frequently use manually dexterity to operate office equipment, conduct room setups, and operate/set up athletic equipment.
7. Lift up to 45 pounds occasionally.

### **Education, Training, License, Certification and Experience**

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, or related field.
3. Three (3) years experience in recreation or related field.
4. Must obtain and maintain a pool operator license.
5. First Aid and CPR certification.

### **Knowledge, Skills and Abilities**

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. Possess the necessary insights and skills to achieve program objectives through the efforts of staff and volunteers.
3. Ability to plan, execute and evaluate programs on a continuing basis.
4. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prepare and maintain accurate records and reports.
7. Conflict management skills.
8. Knowledge and understanding of park and ball field maintenance.
9. Knowledge and understanding of sports rules and regulations.
10. Knowledge and understanding of the regulations required to operate a municipal swimming pool.
11. Computer skills and ability to use MS Office products.
12. Basic math and money-changing skills.
13. Ability to operate office equipment such as a photocopier, fax machine, postage meter and telephone.
14. Ability to provide own transportation.
15. Ability to work varying schedules, including evenings, weekends and holidays.
16. Ability to consistently maintain regular and dependable attendance on the job.

### **Contributions this Position Makes to The City**

This position plays a critical role in the Recreation Department. It contributes to the success of the City by overseeing the daily operation of the Community Center, the aquatics center and aquatics staff, ensuring the readiness of the facilities and personnel to meet the needs of department programs. The Operations Manager is responsible for supporting the initiatives that contribute to the fulfillment of Recreation Department goals and objectives.

### **Disclaimer**

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**Note: A drug screen will follow all conditional offers of employment.**

I have read and understand the requirements of this position description.

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Signature

Date

## POSITION DESCRIPTION

### CITY OF LA VISTA

**Position Title:** Events CoordinatorOperations Manager  
**Position Reports To:** Recreation Director  
**Position Supervises:** Aquatics Personnel

#### Description

Under the direction of the Recreation Director, this full-time position is responsible for planning, directing and supervising recreation events, recreational activities, and programs overseeing the daily operations of the Community Center, and managing Supervision of aAquatics facility, programs and staff, and. Also, assisting s with departmental special events within the department. This position oversees the IT functions and provides assistance with department marketing efforts.

#### Essential Functions: (with or without reasonable accommodation)

1. ManageResponsible for leading and directing current and new recreation events, recreational activities, and recreation programs Community Center and park rentals, rentals, parks and oversee the oversight of building readiness for use, maintenance.
- 2.1. Responsible for the development and implementation of new events and programs.
- 3.2. Responsible for the oversight and management of create and implement programs the ActiveNet system as well the creation and implementation of programs within ActiveNet.
4. Responsible for maintenanceMaintain, and overseeeight of and create content for the Recreation Department's website pages, as well as general oversight of all City website pages.
- 3.
- 5.4. Responsible for monitoringoversee and create content for the Reach Video Display system.
6. Responsible for coordinating volunteer activities.
7. Responsible for facility scheduling of the Community Center and park shelters as well as oversight of other facility scheduling.
- 8.5. Respond to citizen inquiries, complaints and information requests.
- 9.6. Assists the public and provides telephone backup support for Recreation Attendants.
10. Assists in the daily operation of municipal recreation programs, facility scheduling and monitoring facility usage.
- 11.7. Responsible for being the back-up and provide support for the Community Relations Coordinator in the development of and content for the City website and various social media platforms, as well as provide support on a daily basis.
12. Responsible for transporting equipment and supplies between locations.
8. Responsible for the development of marketing materials designed to attract and enhance participation in department programming, including the quarterly newsletter and the Community Events Guidequarterly program/facility brochure.
- 13.9. Manage the aquatics facility and hire, supervise, train and lead the aquatics staff.

- ~~14. Monitors and evaluates programs to ensure goals and objectives are being met.~~
- ~~15. Prepares reports, evaluations and general correspondence.~~
- ~~16. Responsible for the compilation and maintenance of records.~~
- ~~12. Performs additional duties as directed or as the situation dictates.~~
- ~~13. Drive a motor vehicle to and from recreation sites.~~
- ~~17. \_\_\_\_\_~~

#### **Essential Physical and Environmental Demands**

1. Work indoors, but occasionally outdoors during periods of hot, cold, windy and/or wet conditions.
2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.
4. Continually speak to communicate telephonically and face to face.
5. Continually see to supervise the facilities, scorekeepers, time keepers and officials, operate office equipment, fill out paperwork, set up athletic equipment, perform room set-ups and drive a motor vehicle.
6. Frequently use manually dexterity to operate office equipment, conduct room setups, and operate/set up athletic equipment.
7. Lift up to 45 pounds occasionally.

~~The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.~~

- ~~• Work is performed both indoors and outdoors year round.~~
- ~~• Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.~~
- ~~• For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.~~
- ~~• While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.~~

**Note: Physical examination and drug screening tests will follow all conditional offers of employment.**

- ~~• Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.~~
- ~~• Must be able to hear and understand voices at normal conversation levels.~~
- ~~• Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.~~

#### **Education, Training, License, Certification and Experience**

1. Must possess valid driver's license.

2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, ~~natural resources administration, public administration~~ or related field.
3. Three (3) years experience in recreation or related field.
4. Must obtain and maintain a pool operator license.
3. First Aid and CPR certification.
- 4.5. Two (2) years experience in coordinating activities of volunteers.

### **Knowledge, Skills and Abilities**

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. PMust possess the necessary insights and skills to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
3. Must possess the aAbility to plan, execute and evaluate programs on a continuing basis.
4. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prepare and maintain accurate records and reports.
7. Conflict management skills.
8. Knowledge and understanding of park and ball field maintenance.
9. Knowledge and understanding of sports rules and regulations.
- 9.10. Knowledge and understanding of the regulations required to operate a municipal swimming pool.
- 10.11. Computer skills and ability to use MS Office products.
- 11.12. Basic mathematical and money-changing skills.
- 12.13. Ability to operate office equipment such as a photocopier, fax machine, and postage meter and telephone.
- 13.14. Ability to provide own transportation.
- 14.15. Ability to work varying schedules, including evenings, weekends and holidays.
- 15.16. Ability to consistently maintain regular and dependable attendance on the job.

### **Contributions t~~This Position Makes t~~To The City**

~~This position provides plays a critical role in highly responsible assistance to the Recreation Department. It and contributes to the success of the City by overseeing the daily operations of the Community Center, the aquatics center and aquatics staff, ensuring the readiness of the facilities and personnel to meet the needs of department programs. The Operations Manager is responsible for supporting the initiatives that contribute to the fulfillment of Recreation Department goals and objectives.~~  
~~and supervision of aquatics~~

### **Disclaimer**

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~~This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.~~

**Note: A drug screen will follow all conditional offers of employment.**

I have read and understand the requirements of this position description.

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Signature

Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Senior Services Manager

**POSITION REPORTS To:** Recreation Director

**POSITION SUPERVISES:** Part Time Bus Drivers and Volunteers

**DESCRIPTION:**

Under the direction of the Recreation Director, the Senior Services Coordinator is responsible for planning, organizing, coordinating and implementing a variety of services to enhance the quality of life and the well-being of senior citizens.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Plan, direct, coordinate and implement a wide range of activities tailored to meet the specific needs and interests of senior citizens.
2. Designs programs that address the social, physical and emotional needs of the senior population, including but not limited to cultural arts, physical activities, educational activities and special interest leisure and fitness activities.
3. Assess participants' needs, monitor and evaluate current program offerings to ensure goals and objectives are being met, and make recommendations for new programs, events and services.
4. Assist in the preparation of the budget for senior services and monitor expenditures.
5. Maintain accurate records and evaluation summaries for all senior programs and events.
6. Prepare periodic statistical reports for management review.
7. Develop, coordinate and supervise a volunteer support staff.
8. Coordinate and manage the daily meal program for seniors.
9. Coordinate and manage the Special Services Bus Transportation Program.
10. Coordinate and manage the Public Transportation Program
11. Assist in the development of marketing materials designed to attract and enhance participation in senior programs and activities.
12. Stay abreast of new trends and innovations in the field of senior services.
13. Responds to citizen inquiries, complaints and information requests.
14. Assist the public and provide backup support to other Recreation staff.
15. Performs other duties as directed or as the situation dictates.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge and understanding of principles and practices of senior program planning, development, implementation, administration and evaluation.
2. Knowledge of principles and practices of effective employee and volunteer supervision, including selection, training, evaluation and discipline.
3. Knowledge of basic budgeting and expenditure monitoring principles.
4. Knowledge of principles and methods of needs assessment and program evaluation.
5. Knowledge of gerontology and appropriate programs and recreational activities for seniors.
6. Ability to establish and maintain effective working relationships with senior adults.
7. Ability to achieve program objectives.
8. Ability to drive a 14-passenger vehicle.
9. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to prepare and maintain accurate records and reports.
12. Conflict management skills.
13. Computer skills and ability to use MS Office products.

14. Basic mathematical and money-changing skills.
15. Ability to operate office equipment such as a photocopier, fax machine and postage meter.
16. Ability to provide own transportation.
17. Ability to work varying schedules, including evenings, weekends and holidays.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed both indoors and outdoors, year round and sometimes in inclement weather.
- For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.
- While performing the duties of this job, the employee is frequently asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversation levels.
- Incumbents must have the ability to transport themselves to and from recreation sites and occasionally lift up to 45 pounds.
- Regular attendance as scheduled, or as otherwise necessary to fulfill the requirements of the position.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited university with a bachelor's degree in recreation administration, therapeutic recreation, gerontology, human services or related field.
2. Three (3) years professional experience in the planning, development, and/or administration of recreation programs and services for seniors.
3. Two (2) years supervisory experience
4. Must possess valid driver's license.
5. Must have or be able to obtain First Aid and CPR certification within 6 months of employment.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

**Contributions this Position Makes to the City**

This position provides vital assistance to the Recreation Director and contributes to the success of the City by working on strategic initiatives and administrative service delivery of programs for the City's senior population.

**Disclaimer:**

This position description does not constitute an employment agreement between the City and the employee and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

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Signature

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Date

**POSITION DESCRIPTION  
CITY OF LA VISTA**

**Position Title:** Administrative Assistant II  
**Position Reports To:** Recreation Director  
**Position Supervises:**

**Description**

Under the direction of the Recreation Director, the Administrative Assistant provides a wide variety of clerical functions for the Recreation Department including the Special Services Transportation Program and Municipal aquatic facility.

**Essential Functions** (with or without reasonable accommodation)

1. Provide backup for answering phones and attending the front desk.
2. Responsible for receipt of all money.
3. Open and process incoming mail.
4. Assist in greeting visitors by phone and in person; answering citizen inquiries and directing them appropriately.
5. Provide backup support in the scheduling of recreation facilities.
6. Provide backup support for the oversight and management of the ActiveNet system and City Recreation Department's website pages.
7. Provide clerical support for department, including creating, maintaining and filing correspondence, reports and other documents.
8. Maintain and prepare monthly reports for Recreation Department, Special Services Transportation Program, and the municipal aquatics facility.
9. Maintain accurate records.
10. Process purchase orders and prepare all invoices for billing.
11. Calculate and maintain employee time sheets for the department.
12. Conduct or assists with special projects as required.
13. Order and maintain office supplies.
14. Operate and maintain office equipment such as, printers, fax machines, telephones and copiers. Schedule equipment repair when needed.
15. Prepare reports, evaluations and general correspondence.
16. Compile and maintain of records.
17. Perform other duties as directed or as the situation dictates.

**Essential Physical and Environmental Demands**

1. Work in an indoor office setting, but occasionally work outdoors in hot cold other inclement weather.
2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.
4. Continually speak to communicate telephonically and face to face.
5. Continually see to operate office equipment and complete paperwork.
6. Frequently use manually dexterity to operate office equipment.
7. Lift up to 45 pounds occasionally.

**Note: A drug screen will follow all conditional offers of employment.**

### **Education, Training, License, Certification and Experience**

1. Graduation from an accredited high school or GED.
2. 5+ years of hands-on administrative support experience and basic knowledge of accounting procedures.

### **Knowledge, Skills and Abilities**

1. Knowledge of standard office policies and procedures.
2. Proficiency in word-processing, spreadsheets and databases, preferably MS Office, Word, Excel and Access.
3. Excellent communication skills, both written and verbal.
4. Basic alphabetization and filing skills.
5. Ability to type 45 words per minute.
6. Math and money changing skills.
7. Ability to follow written and verbal instructions.
8. Ability to read and write proficiently.
9. Ability to work independently without direct supervision.
10. Ability to prioritize projects and strong problem solving skills.
11. Good research skills and attention to detail.
12. Knowledge of operating and maintaining standard office equipment
13. Ability to establish and maintain effective working relations with City officials, fellow employees, patrons and members of the public.
14. Capable of handling sensitive and/or confidential information.
15. Ability to maintain regular and dependable attendance on the job.

### **Contributions this Position Makes to the City**

This position provides essential assistance and support to the Recreation Director and department staff. This support ensures that strategic initiatives are successful and that Recreation goals and objectives are met for the betterment of the department, our patrons and the community.

### **Disclaimer**

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I have read and understand the requirements of this position description.

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Signature

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Date

**POSITION DESCRIPTION**  
**CITY OF LA VISTA**

**Position Title:** Secretary/Receptionist RecreationAdministrative Assistant II  
**Position Reports To:** Assistant Recreation Director  
**Position Supervises:**

**Description:**

Under the direction of the Recreation Director, serves as receptionist and performs a wide variety of clerical functions. Under the direction of the Assistant Recreation Director, the serves as Administrative Assistant and provides a wide variety of clerical functions for the Recreation Department including the including the Golf Course, Special Services Bus Transportation Program, and the City Municipal aquatic facility, Pool.

**Essential Functions:** (with or without reasonable accommodation)

1. Answers, backs up, anProvide backup for answering phones and attending the front deskdAnswers and provides backup phone and front desk, directs telephone calls.
2. Responsible for receipts of all money.
3. Opens and processes incoming mail.
4. Assists in greeting visitors by phone and in person; answering citizen inquiries via telephone or in person and directing them appropriately.
4. Schedules recreation facilities.
5. Provides backup support in the scheduling of recreation facilities.
5. Provides backup support for the oversight and management of the ActiveNet system and City Recreation Department's website pages.
7. Provides clerical support for department, including creating, maintaining, typing and maintaining and filing correspondence, reports and other documents.  
Maintains and prepares monthly report and invoice for State of Nebraska for the Special Services Bus Transportation Program.
8. Maintains and prepares monthly reports for City Council for Recreation Department, La Vista Falls Golf Course, La Vista/Ralston Special Services Bus Transportation Program, and the La Vista City the Municipal aquatics facility, Pool.
- 6.9. MResponsible for maintaining accurate records.
- 7.10. Processes purchase orders and prepares all invoices for billing.
- 8.11. Calculates and maintains departmental employee time cards, sheets for the department.
12. Conducts or assists with special projects as required.
13. Orders and maintains office supplies.
14. Operate and maintain office equipment such as, printers, fax machines, telephones and copiers. Schedule eMakes arrangements for equipment repair when needed.
9. Prepares reports, evaluations and general correspondence.
- 15.
16. Responsible for the Compile and maintain compilation and maintenance of records.
- 10.17. Performs other duties as directed or as the situation dictates.

**Essential Physical and Environmental Demands**

1. Work in an indoor office setting, but occasionally work outdoors in hot cold other inclement

weather.

2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.
4. Continually speak to communicate telephonically and face to face.
5. Continually see to operate office equipment and complete paperwork.
6. Frequently use manually dexterity to operate office equipment.
7. Lift up to 45 pounds occasionally.

Note: A drug screen will follow all conditional offers of employment.

~~The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this position:~~

- ~~Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.~~
- ~~While performing the duties of this job, the employee is at various times asked to stand and sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.~~
- ~~The employee must occasionally lift and/or move up to 45 pounds. Specific as-corrected vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.~~

### Education, Training, License, Certification and Experience

1. Graduation from an accredited high school or GED.  
53+ years of hands-on administrative support experience and basic knowledge of accounting procedures..
2. Secretarial/receptionist experience.
- 2.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

### Knowledge, Skills and Abilities

1. Knowledge of standard office policies and procedures.
2. Basic knowledge of Proficiency in word in word-processing, spreadsheets and databases, preferably MS Office, Word, Excel and Access.
3. Excellent communication skills, both in Telephone and customer service skills, written and verbal.
4. Basic alphabetization and filing skills.
5. Ability to type 45 words per minute.
6. Basic in Math, ematical and money changing skills.
7. Ability to follow written and verbal instructions.
8. Ability to read and write proficiently.
9. Ability to work independently without direct supervision.
10. Ability to prioritize projects and strong problem solving skills.
- 9.11. Good research skills and attention to detail.
12. Knowledge of operating and maintaining standard office equipment
10. Ability to operate office equipment such as personal computer, postage meter, photocopier and fax machine.
13. Ability to establish and maintain effective working relations with City officials, fellow employees, patrons and members of the public.
- 11.14. Capable of handling sensitive and/or confidential information.
- 12.15. Ability to maintain regular and dependable attendance on the job.

### Contributions tThis Position Makes tTo tThe City:

This position provides essential assistance/highly responsible assistance and support to the Recreation Director and and-department staff. This support ensures that contributes to the success of the City by working closely with Recreation Department Staff on complex and strategic initiatives are successful and that Recreation goals and objectives are met for the betterment of the department, our patrons and the community.  
dealing with the Departments Administrative Services. The Administrative Assistant II is responsible for strategic initiatives in regards to administrative service delivery as a whole.

**Disclaimer:**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the City as the demands of the position change over time.

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

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Signature

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Date

## POSITION DESCRIPTION CITY OF LA VISTA

**Position Title:** Recreation Attendant  
**Position Reports To:** Assistant Recreation Director  
**Position Supervises:**

### Description

Under the direction of the Assistant Recreation Director, this part-time position assists in the operation of the Community Center and in the delivery of recreational programs and opportunities to the community.

### Essential Functions (with or without reasonable accommodation)

1. Open, close and supervise the facility during business hours.
2. Set up recreational and athletic equipment.
3. Supervise scorekeepers and timers and verify the work of athletic officials.
4. Assist in coordinating the activities of volunteers.
5. Respond to citizen inquiries, complaints and information requests.
6. Assist the public, answer questions, provide direction, and direct phone calls.
7. Assist in scheduling facility usage, issuing equipment and registering program participants.
8. Interact in a positive, customer-oriented manner with patrons.
9. Complete and file information as needed, including accident/incident forms.
10. Serve as a liaison between Recreation Department Management and parents/participants in recreation programs.
11. Perform additional duties as assigned.

### Essential Physical and Environmental Demands

1. Work indoors, but occasionally outdoors during periods of hot, cold, windy and/or wet conditions.
2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.
4. Continually speak to communicate telephonically and face to face.
5. Continually see to supervise the facilities, scorekeepers, time keepers and officials, operate office equipment, fill out paperwork, set up athletic equipment and perform room set-ups.
6. Frequently use manually dexterity to operate office equipment, conduct room setups, and operate/set up athletic equipment.
7. Lift up to 45 pounds occasionally.

### Education, Training, License, Certification and Experience

1. First aid and CPR certification.
2. Must possess a valid driver's license.

### Knowledge, Skills and Abilities

1. Ability to operate office equipment such as a photocopier, fax machine and telephone.
2. Basic knowledge of recreational and athletic programs and equipment.
3. Ability to work with crowds, organize groups and deal with youth.
4. Ability to calmly handle difficult situations that may arise with unhappy or dissatisfied parents.
5. Ability to operate scoreboard and time keeping equipment.
6. Ability to read and write proficiently.
7. Basic math and money-changing skills.
8. Basic computer skills.
9. Basic supervisory skills.
10. Ability to communicate effectively.
11. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
12. Ability to work varying schedules, including nights and weekends.
13. Ability to consistently maintain regular and dependable attendance.

**Contributions this Position Makes to the City**

This position is the face of the City of La Vista to patrons who use the Community Center and facilitates positive interactions with the community. It provides support and assistance in the operation of the Community Center and the successful delivery of recreation programs to the public. The Recreation Attendant is responsible for supporting the initiatives that contribute to the fulfillment of Recreation Department goals and objectives.

**Disclaimer**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the City as the demands of the position change over time.

**Note: A drug screen will follow all conditional offers of employment.**

I have read and understand the requirements of this position description.

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Signature

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Date

## POSITION DESCRIPTION CITY OF LA VISTA

**Position Title:** Recreation SupervisorAttendant  
**Position Reports To:** Recreation Director or Assistant Recreation Director  
**Position Supervises:**

### Description

Under the direction of the Recreation Director or Assistant Recreation Director, this part-time position assists in the operation of the Community Center and in the delivery of recreational programs and opportunities to the community.

### Essential Functions: (with or without reasonable accommodation)

1. Responsible for opening, closing and supervising the facility during business hours.
2. Responsible for setting up recreational and athletic equipment.
3. Responsible for supervising scorekeepers and timers and verifying the work of athletic officials.
4. Assists in coordinating the activities of community service workers and volunteers.
5. As determined by the Recreation Director, may be responsible for transporting participants of the City's senior program on special outings using the City van.
6. Responds to citizen inquiries, complaints and information requests.
7. Assists the public, at window and answer questions, provide direction, and directs phone calls.
8. Assists in scheduling facility usage, issuing equipment, and registering program participants, and compiling program evaluations.
9. Responsible for updating first aid kits and coaches notebooks.
10. Assists in compiling and maintaining program mailing lists.
11. Interact in a positive, customer-oriented manner with patrons.
12. Completes and files information as needed, including accident/incident forms.
13. Prepares reports, evaluations and general correspondence.
14. Serves as a liaison between Recreation Department Management and to parents/ and participants in recreation programs.
15. Assists in compiling and maintaining program mailing lists.
16. Performs additional duties as assigned.

### Essential Physical and Environmental Demands

1. Work indoors, but occasionally outdoors during periods of hot, cold, windy and/or wet conditions.
2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.
4. Continually speak to communicate telephonically and face to face.

5. Continually see to supervise the facilities, scorekeepers, time keepers and officials, operate office equipment, fill out paperwork, set up athletic equipment and perform room set-ups.
6. Frequently use manually dexterity to operate office equipment, conduct room setups, and operate/set up athletic equipment.
7. Lift up to 45 pounds occasionally. The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed both indoors and outdoors year round.
- Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.
- For work being performed in an office setting, hand eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. Some duties include frequently moving tables and chairs, sweeping, mopping and cleaning.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Incumbents must have the ability to lift up to 45 pounds.

**Note: Physical examination and drug screening tests will follow all conditional offers of employment.**

### **Education, Training, License, Certification and Experience**

1. First aid and CPR certification. Basic first aid knowledge.
2. No previous education or experience necessary.
3. Must possess a valid driver's license.
- 2.

### **Knowledge, Skills and Abilities**

1. Ability to operate office equipment such as a photocopier, and fax machine and telephone, and risograph and postage meter.
2. Basic knowledge of recreational and athletic programs and equipment.
3. Ability to work with large crowds, organize groups and deal with youth.
4. Ability to calmly handle difficult situations that may arise with unhappy or dissatisfied parents. Basic conflict resolution skills
5. Ability to operate scoreboard and time keeping equipment.
6. Ability to read and write proficiently.
7. Basic mathematical and money-changing skills.
8. Basic computer skills.
9. Basic supervisory skills.
10. Ability to communicate effectively.

11. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
12. Ability to work varying schedules, including nights and weekends.
13. Ability to consistently maintain regular and dependable attendance.

**Contributions tThis Position Makes tTo tThe City:**

This position is the face of the City of La Vista to patrons who use the Community Center and facilitates positive interactions with the community. It This position provides general support and assistance to the operationin the operation of -ef-the Community Center and the successful delivery of recreation programs to the public. The Recreation Attendant is responsible for supporting the initiatives that contribute to the successful fulfillment of Recreation Department goals and objectives.operation of the Community Center as a whole.

**Disclaimer :**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the Cityemployer as the demands needs of the City and the requirements of the position change over time.

**Note: A drug screen will follow all conditional offers of employment.**

I have read and understand the requirements of this position description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date