

**City of Moore  
Recreation Specialist  
Job Description**

**Job Code:** 21  
**Exempt:** No  
**Department:** Parks & Recreation  
**Reports To:** Recreation Coordinator  
**Location:** The Station at Central Park  
**Date Prepared:** January 18, 2016  
**Date Revised:** May 05, 2016

**GENERAL DESCRIPTION OF POSITION**

To monitor activity in The Station; to perform general clerical duties in support of Parks & Recreation; to provide information and assistance regarding policies and procedures; to perform responsibilities for the assigned department including answering phone lines and routing calls, data entry, filing and other clerical duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Monitor activity in the Community Center to ensure safety procedures are being followed. This duty is performed daily, about 50% of the time.
2. Answer the telephone and provide assistance to the general public and City staff and officials; provide information on departmental and City policies and procedures as required. This duty is performed daily, about 10% of the time.
3. Provide efficient and courteous customer service to individuals contacted in the course of work; process or refer questions, complaints and requests for information as necessary. This duty is performed daily.
4. Collect, process, and distribute correspondence and other materials within the department. This duty is performed as needed.
5. File documents and reports in an organized manner according to department specifications; categorize, organize, file and retrieve departmental or divisional records; process and maintain department or division records and reports. This duty is performed as needed.
6. Operate a variety of office equipment including telephone, computer, copy machine or other equipment related to duties. This duty is performed daily.
7. Set up rooms for rentals or special events. This duty is performed daily, about 10% of the time.
8. Supervise gym on leagues and open play. This duty is performed as needed, about 15% of the time.

9. Score keep and officiate leagues in times of need. This duty is performed as needed.
10. Help with volunteer programs and special events. This duty is performed as needed, about 5% of the time.
11. Help Assistant Director with park maintenance, maintenance in Community Center and gym. This duty is performed as needed, about 10% of the time.
12. Good attendance is required. This duty is performed daily.
13. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
14. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
15. Occasional custodial duties. This duty is performed daily.
16. Perform any other related duties as required or assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION AND EXPERIENCE**

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience and/or training. Or equivalent combination of education and experience.

#### **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

#### **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

#### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of, or ability to obtain, valid Oklahoma driver's license

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

**SOFTWARE SKILLS REQUIRED**

Advanced: Word Processing/Typing

Intermediate: Alphanumeric Data Entry, Spreadsheet

**INITIATIVE AND INGENUITY**

**SUPERVISION RECEIVED**

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

**PLANNING**

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

**DECISION MAKING**

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

**MENTAL DEMAND**

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

**SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments:

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for property where carelessness or error would result in only minor

damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

### **ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

#### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

#### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

### **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

### **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

### **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an

employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions. The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to sit, use hands to finger, handle, or feel; frequently required to reach with hands and arms; and occasionally required to stand, walk. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; and color vision.

### **ADDITIONAL INFORMATION**

Knowledge of:

- Basic office practices and procedures
- Basic principles of business letter writing and basic report preparation
- Technical and statistical report writing
- Policies and procedures of department
- English usage, spelling, grammar and punctuation
- Principles and procedures of filing
- Pertinent federal, state and local laws, codes and regulations
- Office equipment, computers and word processing, database and spreadsheet applications

Ability to:

- Interpret and explain department policies and procedures
- Type or word process at a speed necessary for successful job performance
- Work independently in absence of supervision
- Enter a variety of data and information into assigned computer programs
- Respond to citizen inquiries politely
- Operate and use modern office equipment
- Perform routine mathematical calculations
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing

- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities
- Maintain mental capacity, which is needed for effective interaction and communication with others

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

No experience required.

**Education:**

High School diploma or equivalent

**License or Certificate:**

Possession of, or ability to obtain, a valid Oklahoma driver's license may be required

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor environments; exposure to computer screens; subject to high levels of public contact

**Physical Conditions:**

Essential and other important responsibilities and duties require maintaining physical condition necessary for sitting for prolonged periods of time; general manual dexterity is required. Must be able to perform attached essential job functions.

---

**Task Description**

---

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to (25 lbs)

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to (25 lbs)