

COMMUNITY SERVICES SPECIALIST SERIES

Definition:

Under general or direct supervision performs and/or assists with a variety of duties related to the organization, coordination and supervision of a major function, activity or phase of a Parks and Recreation program and performs related work as required.

Class Titles

Community Services Specialist I
Community Services Specialist II
Community Services Specialist III

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Organizes and coordinates activities and performs a variety of duties related to playgrounds, department facilities, adaptive recreation, events, arts programs and after school programs.

Assists in planning, organizing and directing of programs at community centers, day camps and summer playgrounds.

Opens and secures facilities for activities and programs.

Provides information to the public.

Promotes the safety of all program participants.

Works with community organizations to generate interest in Parks and Recreation programs.

Operates a personal computer and uses applicable software to maintain records, prepare reports and other written material.

Directs and monitors the work of others.

Lifts and carries a variety of equipment and supplies related to area assigned weighing 50 pounds or less.

Performs emergency cardiopulmonary resuscitation (CPR) and first aid as needed.

Assists in the set up of and participates in community-wide events.

Assists in conducting staff meetings and in-service training.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Community Services Specialist I, II and III are multi-incumbent, nonregular classes with duties related to the organization, coordination and supervision of a variety of events and programs in the Parks and Recreation Department. Positions allocated to all levels perform the full range of duties. Community Services Specialist I is the entry level class in the series. Positions allocated to the Community Services Specialist II level are distinguished from the Community Services Specialist III by the III's performance of duties involving the exercise of a greater degree of responsibility and initiative.

Contacts and Relationships:

A Community Services Specialist establishes and maintains contact with other staff in the Parks and Recreation Department and has substantial interaction with a variety of facility/program patrons.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series include the following:

Knowledge of:

Principles and techniques of planning group activities related to the area assigned.

English usage and grammar.

Customer service techniques.

Principles and techniques of monitoring and inspecting group activities.

Specialized functions of the area assigned and related safety precautions.

Basic staff direction techniques.

AND

Ability to:

Organize, coordinate and perform a variety of duties related to playgrounds, facilities, recreation, events, arts and after school programs depending on area assigned.

Meet the public with courtesy and tact.

Communicate effectively orally and in writing.

Understand and carry out oral and written instructions.

Use judgment and initiative.

Operate a personal computer and use applicable software.

Learn, understand and apply applicable policies and procedures.

Establish and maintain effective relationships with those contacted in the course of work.

Read and write at the level required for successful job performance.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Community Services Specialist I/II/III: Graduation from high school plus one year of study at an accredited college or university.

AND

Experience:

Community Services Specialist I/II: Two years of performing recreational, physical education or related duties.

Community Services Specialist III: Three years of performing recreational, physical education or related duties to include some lead or supervisory experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this series.

Certain positions or assignments may require the possession of or the ability to acquire a specialized motor vehicle operator's license or certification.

Must be able to work flexible hours to accommodate City needs to include weekends, holidays, evenings and overtime.

Valid and appropriate CPR certificate and a valid and appropriate first aid certificate within 60 days of appointment, issued by a source acceptable to the City and renewals as required depending on the area assigned.

Successful passage of a Parks and Recreation Department pre-employment screening process depending on the area assigned.

Current negative tuberculin test at time of appointment and additional tuberculin screening as required by the Parks and Recreation Department depending on the area assigned.

Depending on area assigned completion of 48 units at an accredited college or university or passage of an Instructional Aide Proficiency Test issued by a source acceptable to the City.

Other:

Bilingual ability may be preferred for some positions but is not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a community center, day camp and/or playground environment. Some work may be performed in an office environment and in a variety of field trip locations. Office work requires sitting for periods of time and the use of a computer keyboard and screen. On playgrounds and field trips an incumbent may be exposed to the elements. An incumbent drives a vehicle on City business, sits, stands, walks, kneels, crouches, twists, climbs steps and sloping surfaces, reaches, bends, crawls and grasps and may walk or run on slippery and uneven surfaces, push, pull, drag, lift and carry supplies and program equipment weighing 50 pounds or less and lift equipment and supplies weighing 30 pounds or less from waist to overhead. An incumbent performs emergency CPR and first aid and may be exposed to the blood and other bodily fluids of program participants. Depending on the area assigned an incumbent may also be exposed to dust and paint/glue fumes. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised August 2010

Revised December 2006 - Senior Community Services Specialist and Supervising Community Services Specialist deleted from classification plan.

Revised April 2003