Parks Staff FT

JESAP Profile

Job Grade: 04	Job Code:
Job Group:	Job Family:
Department Name For This Position:	Position Reports To (Immediate Supervisors Title): Center Superintendent
Physical Location For This Position: The Center at Bishop Park	This Position Is: Non Exempt
This position is safety sensitive: No	Security Sensitive: No

General Description

Works with the Center Superintendent to implement the vision and goals of the Department. This position is responsible for the effective implementation of the city's diversified public recreation programs by carrying out assigned tasks given by Parks and Recreation Divisions.

Essential Duties and Responsibilities

1. Serve as receptionist as assigned (answering phone, ensure scanning of cards, take payments, etc.).

2. Answer inquiries on upcoming events and register participants.

3. Assist in managing membership and scheduling software.

4. Assist in training and monitoring new part-time employees in office procedures, telephone system, and office equipment.

5. Assists with departmental mail processing.

6. Assist with advertising for upcoming events as assigned.

7. Prepare facilities (courts, rooms, etc.) for planned events.

8. Monitor recreational events.

9. Ensure facility is maintained and safe procedures are followed.

10. Report violations of procedure/regulations to the Center Superintendent.

11. Order and maintain office supplies and sporting equipment as assigned.

12. Coordinate reports for patron injury, accidents and other incidents.

13. Perform any other related duties as required and assigned.

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

How many supervisors report to this position?

How many employees, in total, report to the other supervisors?

What departments (if any) are supervised by this position?

- Responsibilities For Work Of Others: Supervises a SMALL GROUP (1-3) of employees in the SAME or LOWER CLASSIFICATION. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.
- Responsibility For Funds, Equipment, Property, Etc.: 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.

Education And Experience

- Education: High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc.
- Experience General: 0 to 6 months related experience or training.
- Experience Management: Not Required

Work Skills

- 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.
- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work; may also OCCASIONALLY assist in the planning of work assignments performed by others within a limited area of operation.
- Decision Making: Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.
- Supervision Received: Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.
- Accuracy: Probable errors of INTERNAL and EXTERNAL scope would have a MODERATE effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.
- Communication Skills: Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.
- Mathematical Skills: undefined
- 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.
- Mental Demand: MODERATE MENTAL DEMAND. Operations requiring ALMOST CONTINUOUS ATTENTION, but work is sufficiently repetitive that a HABIT CYCLE IS FORMED; operations REQUIRING INTERMITTENT DIRECTED THINKING to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

Accountabilities

- Freedom To Act: STANDARDIZED. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.
- Annual Monetary Impact: VERY SMALL: Job creates a monetary impact for the organization up to an annual level of $100,000.
- Impact Of Job On End Results: MINIMAL IMPACT. Job is focused on non-supervisory decision making activities and has minor impact on the organization's end results.

Certificates, Licenses, Registrations

Preferred

Valid Arkansas drivers license or a valid drivers license recognized by the state of Arkansas.

Contacts With Public and Employees

- Contacts With Employees: Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.
- Contacts With Public: Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

Machines, Equipment & Computers

- Use Of Machines, Equipment And/Or Computers: Regular use of non-complex machines and equipment (adding machines, calculators, copy/fax machines, etc.)

Software Skills Required

Software Ability

- 10-Key: None
- Accounting: None

- Alphanumeric Data Entry: None
- Contact Management: None
- Database: None
- Enterprise Resource Planning: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: None

Other Software Skills

undefined

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Moderate (business office with computers/printers, light traffic, etc.)
- Working Conditions: Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

Physical Demands

Physical Activities

- Stand: Never
- Walk: Never
- Sit: Never
- Use hands to finger, handle, or feel: Never
- Reach with hands and arms: Never
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Never
- Talk or hear: Never
- Taste or smell: Never

Weight Lifted

- Up to 10 pounds: Never
- Up to 25 pounds: Never
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Physical Demand: HIGHLY REPETITIVE, MODERATELY PHYSICAL. HIGHLY REPETITIVE type of work which requires SOMEWHAT DIVERSIFIED physical demands of the employee.

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