

CITY OF MONTGOMERY

POSITION DESCRIPTION

Position Title: Recreation Specialist

FLSA Status: Non-Exempt

Reports to: Recreation Director

Civil Service Status: Unclassified

General Function:

Is responsible to the Recreation Director for providing assistance with recreation operations and events for the residents and guests of the City of Montgomery. Is responsible for recreation functions, including the development and implementation of comprehensive programming; summer camps; assistance with related contracts and community and special events or activities; and for making efforts to ensure that all members of the community feel welcome and included in these programs. Assists with the operation of the Montgomery Municipal Pool and the Recreation Annex. Acts as the staff liaison to various boards, commissions and committees. Assists with the communications and public relations functions as indicated by the Recreation Director and when specifically related to programming and event functions. Is committed to the mission, vision, and values of the City through ethical conduct, community stewardship, individual initiative and responsive service. Demonstrates leadership, management and technical skills through effective collaboration, using team resources, progressive decision making, personal accountability, and responsibility.

Competencies:

Leadership

- Exhibits behavior consistent with the mission, vision and values of the City of Montgomery.
- Furthers the mission, vision and values of the City through excellent customer service, creative problem solving, decision making, and stewardship of City resources.
- Engages in and supports the long-term direction of the department through progressive strategic planning and departmental goal setting that is responsive to the needs of the community.
- Contributes to a learning/thinking/renewing department through customer feedback and continuous improvement.
- Provides teaching, mentoring and motivation to other employees within the organization through the sharing of knowledge, skills and information; is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.

- Demonstrates emotional intelligence in day-to-day work, decision making and problem solving.
- Initiates and suggests actions to improve departmental and City operations, employee performance, morale and work methods.
- Demonstrates a commitment to provide and require excellent customer service through cooperative team and individual efforts.

Communication

- Provides suggestions, advice and support to supervisor, department head, other City employees, employee teams, and the City's customers.
- Communicates the City's mission, vision and values through words and actions.
- Communicates effectively, both orally and in writing with the supervisor, department head, City employees, employee teams and the City's customers.
- Works cooperatively with all City employees toward the common goal of providing high quality services.
- Exhibits excellent interpersonal and human relationship skills.

Management

- Participates in development and mentoring of co-workers to achieve a cohesive work unit consistent with the City's mission, vision, and values.
- Is accountable for the delivery of quality services and work product as a part of the overall departmental and City-wide strategic direction, goals and objectives.
- Contributes to a superior work culture through participation in training and mentoring to develop leadership, management and technical skills in all employees.
- Assists fellow employees with developing and implementing programs and objectives to improve departmental and City-wide efficiency.
- Effectively manages multiple assignments and priorities to ensure the fulfillment of projects, tasks and responsibilities.
- Assists in the preparation of, and adherence to, operational and capital budgets and exhibits good stewardship of the organization's resources.
- Suggests and carries out procedures to assure the highest standards of risk management, employee safety and risk avoidance.

Technical Tasks

- Plans, implements, promotes and evaluates recreation programs, special events, city wide events and other activities.
- Assists with managing pool operations.
- Maintains files and records.
- Prepares letters, reports, purchase requisitions, legal notices, memos, and other written documents.
- Creates promotional flyers, brochures and informational pieces for the public.

- Performs all job duties in compliance with the established rules and regulations of the Public Works Department and the City of Montgomery.
- Demonstrates accountability and responsibility for completion of work assignments in the absence of other employees within the department, provides responsive and timely feedback to supervisory staff on status and progress of work activities.
- Assists with training and supervising program volunteers; identifies hazards in program activities and responds appropriately.
- Promotes safe work practices and ensures compliance with City safety policies.
- Assists in the development of operating procedures, policies, rules and regulations.
- Evaluates the purchase of City equipment; inventories and orders department supplies and equipment.
- Is familiar with the use of and purchase of recreational equipment and is, at times, responsible for the transportation and delivery of such equipment to program sites.
- Attends meetings, seminars, training programs, conferences and other related events.
- Maintains individual knowledge and skills to be able to carry out all duties of position.
- Handles other responsibilities and duties as assigned or needed.

Equipment Used:

Operates automobile and current office equipment including: telephone, fax machine, copier, scanner, calculator, computer, paging equipment and two-way radios. Must be familiar with the operation of point-of-sale system, recreation software, concession equipment, photo identification equipment, and other pool equipment, and a variety of recreational equipment, including hand trucks, small utility or All-Terrain Vehicles (ATVs), gym equipment, including floor mats and pads, and staging equipment, such as sound and lighting equipment, for special events.

Location of Work and Physical Requirements of Position:

Must be able to safely and effectively operate a motor vehicle; demonstrate physical strength and dexterity in the use of hands and feet; work requires extensive walking and standing on varying types of terrain and irregular surfaces; must be able to move/transport oneself from one work site to another; on occasion may be required to perform lifting/transporting of equipment and supplies; on occasion may be required to stoop, kneel, crouch, reach, and grasp; must be able to operate in swimming pool, park and street environments; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation

of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; requires working in adverse weather; requires ability to work flexible hours (to include nights and weekends); and be able to deal with stressful conditions in a calm and professional manner; must be able to work in off-site locations, including residential structures. Work is performed primarily in the Montgomery City Hall, Montgomery Public Works Building, City parks, Montgomery municipal pool, and throughout the physical environs of the City.

Minimum Requirements for the Position:

High School Diploma or G.E.D. supplemented by experience in comparable recreation operation, Associate's degree in recreation or other related major preferred; ability to interact effectively with the public, agencies and staff at all levels; knowledge of the principles and practices of recreational programming and services; ability to supervise others, coordinate, train and direct personnel resources; demonstrated planning and organization skills; demonstrated leadership skills and abilities; knowledge of Microsoft Office software and design software; knowledge of, and ability to assist with the preparation and administration of the department operating and capital budget; ability to participate in the set-up and tear down of various recreation and special event programs and activities; demonstrated planning and organization skills; ability to maintain effective working relationships; ability to communicate effectively, orally and in writing; CPR and First Aid desired; CPO certification desired; must possess a valid driver's license from state of residency.

September 2014
Revised July 2021
Revised September 2022