

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #11: RECREATION ASSISTANT - SPORTS

NUMBER OF VACANCIES: 1 **DEPARTMENT:** Parks, Recreation and Cultural Affairs
WORK LOCATION: Recreation Center **HIRING RANGE:** \$10.00-\$11.00 per hour
PAY CLASS: Seasonal
DAYS WORKED: Varied **HOURS WORKED:** Varied
TYPE OF POSITION: Seasonal, Part-Time
APPLICATIONS WILL BE RECEIVED UNTIL: Friday, March 12, 2010

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

ESSENTIAL DUTIES:

Works under the supervision of the Recreation Sports Supervisor.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Supervises all recreation facilities throughout the year.

Assists Recreation Sports Supervisor in supervising and scheduling baseball, softball, basketball, and volleyball score keepers and officials.

Supervises Recreation Center personnel in the absence of Recreation Manager and Recreation Sports Supervisor.

Performs duties of Clerical Recreation Assistant during absences.

May assist with other recreation programs as necessary.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Valid New Mexico driver's license with acceptable driving record for the past three years.

Background in recreation and experience in dealing with the public.

Advanced public relations skills necessary.

Ability to give suitable assignments and instruction to employees; to work harmoniously with associates, general public, and organizations.

Have a working knowledge of the above listed sports as well as tennis, racquetball, and wally-ball.

Typing 30 wpm preferred, but not required.

Ability to work weekends and evenings.

Must have telephone.

TOOLS AND EQUIPMENT USED:

Personal computer, including Microsoft software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to 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.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is moderate while in the office and loud while in the field.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.