



City of North Charleston

Vacancy Notice

Position: Recreation Specialist

Department: Recreation

GENERAL STATEMENT OF POSITION

Under regular supervision, performs routine clerical and housekeeping work in support of the programs and activities of the assigned department, and provides professional customer service at all times. Performs related work as required. **Full job description attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by three to six months of related clerical or facilities maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. Must be able to type with speed and accuracy.

Certifications/Licenses:

- Valid South Carolina Driver's License

Posted: 05/11/2021

Deadline: **Until Filled**

Janie E. King, SHRM-SCP IPMA-SCP
Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	RECREATION SPECIALIST		Job Code:	515
Core Comp Group	PART-TIME		FLSA:	PART-TIME
Pay Grade:	201			
Effective Date	05-07-2021	Revision A: Risk	M. COLE 05-06-2021	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Recreation		Dept. #	700
Location:			EM Status:	
Reports To:	Assigned Supervisor			

Summary Objective

Under regular supervision, performs routine clerical and housekeeping work in support of the programs and activities of the assigned department, and provides professional customer service at all times. Performs related work as required.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs responsible clerical and housekeeping work in support of department programs and activities.
- Answers the telephone; provides accurate information to callers or forwards calls to appropriate personnel. Takes messages as needed.
- Greets and assists office visitors.
- Compiles and prepares daily reports for various department programs and activities.
- Types, processes, copies, files and/or distributes various forms, records, reports, memos, correspondence, etc.
- Performs other routine clerical work as required, including but not limited to copying and filing documents, processing daily mail, sending and receiving faxes, maintaining lists and logs, etc.
- Assists in enforcing facility policies, rules and regulations.
- Performs general custodial work as necessary, which may include but is not limited to sweeping, mopping and vacuuming floors; buffing and polishing floors; unlocking / securing buildings; cleaning restrooms; stocking restroom supplies; removing trash, etc.
- Performs minor building maintenance work as necessary, which may include painting walls and other surfaces, repairing locks, installing carpet, assembling and repairing furniture and displays, etc.
- May assist in coordinating the rental of facilities and meeting spaces for outside groups.
- Receives and responds to routine inquiries, complaints and requests for assistance from employees and the public regarding department activities and procedures.
- Attends training and workshops as required to enhance job knowledge and skills.
- Assists other department support staff with duties as necessary.
- Refers to policy and procedure manuals, computer manuals, directories, schedules, work orders, etc.
- Operates a variety of equipment, which may include a computer, printer, typewriter, fax machine, copier, telephone, etc.

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RECREATION SPECIALIST

- Uses clerical and computer supplies.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other City personnel, program participants, parents, various outside agencies and professionals, and the general public.
- Assists with special department activities, programs and events as requested.
- Performs related duties as required.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledge of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of the Recreation Specialist.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the methods, equipment and materials used in custodial maintenance work.
- Knowledge of the occupational hazards and safety precautions of the industry.
- Ability to use assigned equipment and tools with skill and safety.
- Ability to type at a speed required for the successful completion of assigned duties.
- Knowledge of and ability to use and maintain a variety of office equipment.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to assemble information and make written reports and records in a concise, clear and effective manner.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a high school diploma or GED equivalent supplemented by three to six months of related clerical or facilities maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be able to type with speed and accuracy.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks involve the ability to exert light physical effort in light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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RECREATION SPECIALIST

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Occasional exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, machinery hazards, skin irritants, toxic agents, disease, dirt, dust, odors, electrical currents, etc.

Special Certifications and Licenses

- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.