

Must have positive and professional demeanor when conducting business within facility and in the community. Must be helpful and conscientious. Ability to establish and maintain positive working relationships with the Recreation Director, Recreation Center Manager, patrons and other users of the facility. Ability to deal with all of the aforementioned tactfully and courteously.

Ability to use computers, computer software & peripherals, multi-line telephone, copy machine, office supplies, cleaning supplies, general maintenance, first aid and safety equipment and recreational programming equipment as necessary. Ability to perform minimally physically demanding work.

Experience

Possession or ability to obtain CPR and First Aid Training. Background in recreation center operations desirable.

Physical, Mental and Visual Effort

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee occasionally is 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 sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Conditions

Inside office work performed under controlled conditions, but with occasional humidity, poor ventilation and noise.

Outside work involving standing, walking and carrying objects of moderate weight. Occasional climbing, stooping, reaching, and handling activities.

Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and supervisor.

Requires eye/hand coordination, manual/finger dexterity and motor coordination.

Requires clerical, forms, numerical, and verbal perception.

Minimal physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 100 pounds.

DISCLAIMER CLAUSE

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not

constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

City Administrator

Date