

**CLASSIFICATION SPECIFICATION
CITY OF PADUCAH
An Equal Opportunity Employer**

<u>TITLE:</u>	RECREATION SPECIALIST	Page 1 of 1
<u>STATUS:</u>	EXEMPT/NON-CIVIL SERVICE	40 Hrs.
<u>GRADE:</u>	8	Salary Range \$35,495 - \$51,468

JOB RESPONSIBILITIES: Under general direction, coordinates and manages comprehensive athletic, aquatics, recreation programs, and events; administers business functions necessary for proper operation; helps to develop policies and programs; promotes activities and facilities. Performs other related duties as required.

QUALIFICATIONS: Bachelor's degree in recreation, physical education, or related field, and two (2) years experience in community or group recreational activities; or any combination of training and/or experience which evidences and advanced knowledge of recreation administration. Aquatics experience a plus. Certified Pool Operator (CPO) preferred, or must be able to obtain certification within first 6 months of employment.

ILLUSTRATIVE DUTIES:

The list of these duties are intended to be representative of the tasks performed. Omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Organizes, plans, and implements comprehensive activities in arts and culture, youth and adult athletics, aquatics, recreation, and community events.
- Administers business functions and ensures proper operations following department policies and procedures.
- Plans, organizes, and implements programs for the Parks and Recreation Department.
- Assists with operations of Parks and Recreation facilities including but not limited to the Noble Park Pool, city splash parks, community garden, and the Paducah Recreation Center.
- Promotes and publicizes recreational programs and events.
- Assists with securing funding and resources for programs and events through community partnerships and sponsorships.
- Responds to public inquiries, concerns, and complaints in a timely manner.
- Assists with hiring recommendations for recreational and aquatic staff, develops and implements staff schedules, assignments, recommendations for disciplinary action or termination, and evaluates performance regularly.
- Organizes and implements training for seasonal recreation and aquatic staff.
- Performs routine site inspections of buildings and playgrounds and reports needed maintenance and/or repairs to supervisor according to department policies and procedures.
- Participates in annual budget preparation and submits requests to Supervisor.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work, other than being sick, they will be required to report to work in a state of declared emergency.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS: While performing the essential functions of this job the employee is frequently required to stand, walk, sit; use having to finger, handle, or feel; talk or hear; lift and/or move up to 30 pounds and drive and operate various vehicles and equipment. Ability to perform the Essential Job Duties Test as required for the position. In responding to critical incidents, the incumbents, the incumbent may be exposed to fire, fumes or airborne particles, toxic or caustic substances, excessive noise, temperature extremes, and dampness/humidity. The incumbent may be exposed to possible bodily injury from falling from high, exposed places; and moving mechanical parts of equipment, tools, and machinery.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of department policies and procedures, recreational and athletic equipment, knowledge of recreational, aquatic and athletic programs, safety practices and public relations. Ability to communicate with the public and prepare accurate and concise reports. Ability to carry out written and verbal instructions, establish and maintain a good working relationship with the general public and government agencies; skills in the use of recreational and athletic equipment. Skill to write and prepare brochures and media news releases. Ability to recognize unusual or threatening conditions and take appropriate action.

WORK ENVIRONMENT:

Fifty percent of work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Field conditions outdoors are varying weather conditions, with varying street level noises; working with pool chemicals; and visiting locations within the community whose environment may be different fro the City's. Travel in all types of weather extremes to attend training and /or organizes meetings conferences, and workshops; must be mobile and able to visit complainants and businesses within the area.

9/22/98
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Revised 2/10/2010
Revised 2/4/2020