

CITY OF LONDON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Recreation Assistant
Class Number:		Class Title:	Recreation Assistant
Dept./Div.:	Parks & Recreation	Employment Status:	Full Time
Reports to:	Parks & Recreation Director	FLSA Status:	Exempt
Normal Hours:	Varies	EEO Status:	06 – Administrative Support
Civil Service Status:			

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must be certified as a Pool Operator or obtain within 6 months of employment.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has exposure to potentially violent or emotionally distraught persons, vicious animals, or to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Assists the Director with operation and maintenance of the City's parks, pool, and softball fields; handles reservations and repair activities; schedules use and reservation of all City recreational facilities and park amenities; assists with operation of concession stand procedure; assists with operation and maintenance of BMX track; monitors inventory and supplies; assists with maintenance of all requisitions for merchandise, concessions, materials and supplies.

(2) Participates in all City sponsored recreational activities and special events; assists with creating and directing Parks and Recreation department programs; creates work schedule for department staff.

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(3) Maintains required licensure and certifications, if any.

(4) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(5) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(6) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: City goals and objectives;* City policies and procedures;* public relations; inventory control; purchasing; records preparation and management; department goals and policies;* office practices and procedures; English Grammar and spelling; basic contract requirements;* swimming pools rules and regulations;* safety practices and procedures.

Skill in: computer operation; typing; word processing and use of spreadsheet computer programs; use of modern office equipment.

Ability to: carry out instructions in written, oral or picture form; supervise employees; delegate tasks; deal with many variables and determine specific action; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; communicate effectively; communicate directly with the public and government officials; maintain records according to established procedures; make sound decisions; quickly and thoroughly solve complex problems; develop and maintain effective working relationships; perform all physical requirements of the position.

POSITIONS DIRECTLY SUPERVISED:

None.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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Civil Service Status:			

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

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