

Class Title: **RECREATION/CULTURAL SPECIALIST I**

Class Code: N41261

Salary: \$17.62 - \$27.29 hourly
\$1,409.60 - \$2,183.20 biweekly
\$3,054.13 - \$4,730.27 monthly
\$36,649.60 - \$56,763.20 annually

JOB SUMMARY:

Plans, organizes, coordinates, directs and conducts recreational and cultural programs and services.

CLASS CHARACTERISTICS:

Recreation/Cultural Specialist I - is the entry-level class in this professional recreation and leisure services class. Initially under close supervision, incumbents plan and implement scheduled recreational and cultural programs and assist in carrying out programs and events, including directing the work of support and volunteers. As experience is gained, assignments are more independent and performed under more general supervision. This class is alternately staffed with Recreation/Cultural Specialist II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications for the higher level class.

Recreation/Cultural Specialist II - is responsible for the development, implementation and coordination of assigned recreation, cultural and special event programs and services. This class is distinguished from Recreation/Cultural Program Supervisor and Recreation/Cultural Program Administrator in that the latter classes have full supervisory level responsibility for recreation programs, activities and facilities.

Minimum Requirements:

Education and Experience:

Recreation/Cultural Specialist I - Equivalent to a Bachelor's Degree in Recreation, Leisure Studies, Art, or a closely related field. Full-time experience in planning, organizing and leading recreation, sports or cultural programs may be substituted for the education on a year for year basis to a maximum of two (2) years.

Recreation/Cultural Specialist II - In addition to the above, minimum of one (1) year full-time experience in recreation program planning and implementation and/or recreation facility or community center supervision.

Working Conditions: Specified positions may require working evening, night, and weekend and holiday assignments. Specified positions may work in a juvenile detention facility with exposure to potentially abusive individuals or hazardous conditions. Specified positions may require driving to rural facilities. Specified positions may require working outdoors with exposure to extreme weather conditions.

Licensing and Certification: Must possess a valid Nevada Class C driver's license at time of appointment. Possess or be able to obtain certification in CPR and first aid. Specified positions may require possession of one or more of the following

certifications: Mandt, Water Safety Instructor Trainer, Life Guarding Instructor Trainer or some other special certification/license.

Medical Examination: Employment is contingent upon the results of a physical examination performed by our examining physician.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination

Examples of Duties:

Plans, organizes, schedules and coordinates recreation, sports, camp, age-oriented and cultural programs and activities. Assists in the development and implementation of new programs; prepares program goals, outlines and budget requirements, estimates required facilities, supplies and staff and implements upon approval. Requisitions or obtains needed materials and supplies. Directs and reviews the work of part-time and support staff and volunteers; instructs staff in work procedures and ensures adherence to safety policies and procedures. Provides technical assistance to staff; inspects and evaluates work being performed; identifies problem areas and directs remedial actions to be taken. Prepares and maintains statistical and narrative records and reports related to recreation programs, facilities and projects. Responds to public inquiries and complaints related to recreation and cultural programs and activities to maintain good public relations. Promotes County recreation and cultural programs in the community and/or a facility; communicates with business and community leaders, the media, and other public officials to promote programs and fund-raising. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Orders and accounts for the use of program supplies and equipment. Uses standard office equipment in the course of the work; drives a personal or County vehicle to reach various recreation sites and attend meetings

Physical Demands:

Mobility to work in a typical office or recreation facility setting and use standard office equipment; vision to read printed materials and a computer screen, hearing and speech to communicate in person or over the telephone. Specified positions may require strength and dexterity to lead and participate in specific sports activities and/or ability to drive a motor vehicle. Specified positions may require the strength of lift equipment weighing up to 50 lbs. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Knowledge, Skills, and Abilities:

Knowledge of:

Recreation/Cultural Specialist I - Theories, principles, methods, materials and equipment required for local agency recreational and cultural programs; principles and practices of program and event supervision pertaining to area of assignment; safety practices and procedures relating to the work, including practices of first-aid; record keeping principles and practices; techniques for dealing with the public, in

person and over the telephone; basic budgetary principles and practices; basic supervisory principles and practices.

Recreation/Cultural Specialist II - In addition to the above: Program and event development and implementation in a public agency setting; budgetary and program planning principles and practices; computer applications related to the work.

Skill in:

Recreation/Cultural Specialist I - Organizing, leading and implementing a variety of recreation, sports and cultural programs and activities; maintaining accurate records and files; preparing clear and concise reports, correspondence, instructions and other written materials; working without close supervision in standard work situations; organizing own work, setting priorities and meeting critical deadlines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; establishing and maintaining effective working relationships with those contacted in the course of the work.

Recreation/Cultural Specialist II - In addition to the above: Planning diverse recreation, sports and cultural activities in assigned area of specialty; planning and directing the work of assigned staff; developing budgetary, staffing and material and equipment requirements for proposed programs and activities; using initiative and independent judgment within established procedural guidelines.

Salary Schedule

C24