City of Fullerton Invites Applications For

COMMUNITY SERVICES SPECIALIST SERIES

$10.00 TO $11.00 PER HOUR

Part-time – approximately 20-25 hours per week
(This is a Temporary/Non-Benefited/At-Will Position)

A completed City of Fullerton application must be submitted to the Human Resources Department. Applications will be accepted until a sufficient number of qualified applications have been received to fill existing vacancies.

POSITION

Under general or direct supervision performs and/or assists with a variety of duties related to the organization, coordination and supervision of a major function, activity or phase of a Parks and Recreation program and performs related work as required.

QUALIFICATION GUIDELINES

Knowledge of: Principles and techniques of planning group activities related to the area assigned; English usage and grammar; customer service techniques; principles and techniques of monitoring and inspecting group activities; specialized functions of the area assigned and related safety precautions; and basic staff direction techniques.

Ability to: Organize, coordinate and perform a variety of duties related to playgrounds, facilities, recreation, events, arts and after school programs depending on area assigned; meet the public with courtesy and tact; communicate effectively orally and in writing; understand and carry out oral and written instructions; use judgment and initiative; operate a personal computer and use applicable software; learn, understand and apply applicable policies and procedures; establish and maintain effective relationships with those contacted in the course of work; and read and write at the level required for successful job performance.

Education/Training/Experience: Graduation from high school plus one year of study at an accredited college or university.

Community Services Specialist I/II - Two years of performing recreational, physical education or related duties.
Community Services Specialist III - Three years of performing recreational, physical education or related duties to include some lead or supervisory experience. **BILINGUAL SKILLS ARE HIGHLY DESIRABLE**.

EXAMPLES OF DUTIES: Organizes and coordinates activities and performs a variety of duties related to playgrounds, department facilities, adaptive recreation, events, arts programs and after school programs; assists in planning, organizing and directing of programs at community centers, day camps and summer playgrounds; opens and secures facilities for activities and programs; provides information to the public; promotes the safety of all program participants; works with community organizations to generate interest in Community Services programs; operates a personal computer and uses applicable software to maintain records, prepare reports and other written material; directs and monitors the work of others; lifts and carries a variety of equipment and supplies related to area assigned weighing 50 pounds or less; performs emergency cardiopulmonary resuscitation (CPR) and first aid as needed; assists in the set up of and participates in community-wide events; assists in conducting staff meetings and in-service training; and drives a vehicle on City business.

SPECIAL REQUIREMENTS

Valid Class C California Drivers License and acceptable driving record at time of appointment and throughout employment in this series; certain positions or assignments may require the possession of or the ability to acquire a specialized motor vehicle operator's license or certification; must be able to work flexible hours to accommodate City needs to include weekends, holidays, evenings and overtime.; valid and appropriate CPR certificate and a valid and

appropriate first aid certificate within 60 days of appointment, issued by a source acceptable to the City and renewals as required depending on the area assigned; successful passage of a Parks & Recreation Department pre-employment screening process depending on the area assigned; and current negative tuberculin test at time of appointment and additional tuberculin screening as required by the Parks & Recreation Department depending on the area assigned.

PHYSICAL REQUIREMENTS

Work is performed in a community center, day camp and/or playground environment. Some work may be performed in an office environment and in a variety of field trip locations. Office work requires sitting for periods of time and the use of a computer keyboard and screen. On playgrounds and field trips an incumbent may be exposed to the elements. An incumbent drives a vehicle on City business, sits, stands, walks, kneels, crouches, twists, climbs steps and sloping surfaces, reaches, bends, crawls and grasps and may walk or run on slippery and uneven surfaces, push, pull, drag, lift and carry supplies and program equipment weighing 50 pounds or less and lift equipment and supplies weighing 30 pounds or less from waist to overhead. An incumbent performs emergency CPR and first aid and may be exposed to the blood and other bodily fluids of program participants. Depending on the area assigned an incumbent may also be exposed to dust and paint/glue fumes.

With or without reasonable accommodation, the Community Services Specialist must be able to meet the physical requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

ASSESSMENT PROCEDURE Applicants must be specific and complete in describing qualifications for the position. **BASED UPON THE INFORMATION PRESENTED ON THE APPLICATION**, those applicants possessing the most suitable qualifications will be invited to a written examination, performance examination, oral interview and/or other assessment instrument.

Please contact Aaron Orozco at the Parks and Recreation Department at 714-738-6575 if you have further questions with this recruitment.

NOTE:

All appointments will be fingerprinted. Fingerprints are verified with the Department of Justice.

New hires may undergo a drug screen.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide appropriate documentation and their status will be verified by the Social Security administration and, if necessary, the Department of Homeland Security using E-Verify.

Updated 04.19.13

All employees are registered as Disaster Service Workers. If a disaster occurs in the City, employees may be designated to work in any emergency assignment during disaster relief operations.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Visit www.ci.fullerton.ca.us for a complete job description.

Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Human Resources Department of any necessary accommodations at least 48 hours in advance.