

**RESOLUTION NO. 09-2022**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA REVISING THE CLASSIFICATION, JOB DESCRIPTIONS, AND TITLES FOR THE CHILD CARE TECHNICIAN AND RECREATION SPECIALIST**

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**WHEREAS**, the Child Care Technician position in the Parks, Beaches and Recreation Department job has been reclassified to a Recreation Specialist after analysis and review by staff; and

**WHEREAS**, the job description for the Recreation Specialist has been revised and reviewed by staff; and

**NOW, THEREFORE**, be it resolved by the City Council of the City of Pacifica, California, that the job description and reclassification listed above and attached are hereby revised and authorized.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pacifica, California, held on the 14th day of February, 2022, by the following vote:

**AYES**, Councilmembers: Beckmeyer, Bier, Bigstyck, O'Neill, Vaterlaus.

**NOES**, Councilmembers: n/a

**ABSENT**, Councilmembers: n/a

**ABSTAIN**, Councilmembers: n/a



[Mary Bier \(Feb 24, 2022 11:57 PST\)](#)

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Mary Bier, Mayor

ATTEST:



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Sarah Coffey, City Clerk

APPROVED AS TO FORM:



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Michelle Kenyon, City Attorney



03-01-2013  
Revised: 1/24/2022

## **RECREATION SPECIALIST—ADMINISTRATIVE SERVICES**

### **DEFINITION**

Under direct supervision, Recreation Specialist incumbents are responsible for providing administrative support to all divisions of the Parks, Beaches and Recreation (PB&R) Department (Child Care, Senior Services, Recreation) including but not limited to planning, coordinating, and implementing recreation programs in defined program units such as recreation activities and programs, health and fitness programs, senior and child care programs, prevention programs, special events, marketing functions, and city-wide volunteer programs, for various age groups. Recreation Specialists are important for creating community and connecting people.

### **SUPERVISION RECEIVED/EXERCISED**

This position reports to the Parks, Beaches and Recreation (PB&R) Director or designee and will assist in supervision of part-time staff and volunteers; and perform other duties as assigned.

### **ESSENTIAL FUNCTION REQUIREMENTS**

- Must possess excellent written and oral communication skills in order to generate reports, maintain records, and address participant feedback and/or complaints, etc.;
- Must possess excellent customer service skills;
- Must be able to work independently and with teams;
- Must be able to maintain a flexible work schedule dependent upon the needs of the position and be able to work evenings and occasional weekends and holidays.
- Must be proficient in Microsoft Office Suite 365 (Word, Excel, Publisher and Adobe DC) and have the ability to learn department-specific computer software programs; and
- must be able to work proficiently and professionally in a fast-paced office environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Duties may include, but are not limited to the following:**

- Display outstanding customer service techniques with customers both in person/ verbally and/or written correspondence. Assist with Parks and Recreation services activities including but not limited to sports, recreation, wellness and academic programs, classes and events;
- Develop, coordinate, and assist with distribution of site and program publicity and activity brochures, flyers and various department publications;
- Provide courteous and professional service to all program participants, facility users, City personnel and the public;
- Acts as a liaison between the department and the community providing information to the community and responding to inquiries and requests from the public;



03-01-2013  
Revised: 1/24/2022

- Work with program contractors in class and program coordination;
- Performs administrative duties such as assisting with the organization of information, filing, preparing reports, compiling data, and reviewing documents ;
- Assist with ordering, maintaining, and taking inventory of program supplies; organize and maintain monthly department invoicing;
- Prepare and maintain Commission agendas, reports and minutes; attend and provide administrative support to Commission meetings;
- Conduct set-up and clean-up of facility and equipment; may be charged with the opening and closing duties;
- Maintain appropriate budget controls;
- Assist customers with enrollment, registration, and maintains waitlist for various child care and recreation programs;
- Prepare invoices, maintains customer/vendor accounts and other accounting tasks for various child care, seniors services and recreation programs;
- Helps with collection of delinquent accounts;
- May assist in the training and supervising of part-time staff and/or volunteers;
- Handle promotion of programs including but not limited to communication with local publications and outreach to local organizations and schools;
- May coordinate and participate in functions/events in conjunction with the department's goals and objectives;
- May perform work as an on-site Child Care or Recreation staff support as needed;
- Ability to work cooperatively with other departments, outside agencies, and the general public;
- Work in a collaborative team environment and nurture the development of staff;
- Possess and maintain a positive "can do" attitude;
- The ability to be flexible and follow guidance and direction.

### **EDUCATION AND EXPERIENCE GUIDELINES**

A BA/BS degree in recreation or a related field **plus** one year of professional recreation experience.

OR

A minimum of three (3) years of recent full-time paid experience (or the part-time equivalent), providing highly specialized recreational services to youth, adults seniors, in the area of assignment (or in a related field).

### **SPECIAL DUTIES**

The Recreation Specialist position will help with the following areas and may be assigned to one or more specifically: Aquatics, Community Center, Teens, Elementary-age Recreation, Senior Services, Child Care, and Administration.



03-01-2013

Revised: 1/24/2022

Knowledge of a wide variety of recreation programs and activities including active and passive games, arts and crafts, dramatic arts, nature and science, and special events.

### **LICENSE AND CERTIFICATES**

- Possession of a valid California Class C Driver's License is required.
- Certification of American Red Cross CPR/First Aid and AED is required within the first six-months of employment and must maintain certifications thereafter as a condition of continued employment.
- If 18 years of age or older, must pass a fingerprint and/or background clearance prior to employment.

### **TOOLS AND EQUIPMENT USE**

Personal computer (Microsoft Office--Word, Excel, Public, Outlook, and other software programs) calculator, copy and, telephone.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. Work may include prolonged walking, sitting and standing, as well as light to moderate lifting up to fifty (50) pounds, carrying, reaching, stooping and pulling. Work requires manual dexterity, clear (understandable) speech, visual and hearing acuity. The ability to actively participate in recreational activities (including games), and work outdoors in both heat and cold, are also required. Occasionally required to climb or balance, stoop, kneel, crouch or crawl.

### **WORK ENVIRONMENT**

Work is typically performed at an activity site, community center and/or in an outdoor environment in various types of weather; with frequent interruptions, deadlines, complaints, and peak workload periods. Position may require working nights and weekends. The functions of this position may be performed in both indoor and outdoor locations, alone or as part of a team. In an indoor environment, the setting may be consistent with an office environment or a specialized recreational venue. In an outdoor environment, incumbents may occasionally be exposed inclement weather conditions. Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. Basic cleaning of facilities may include exposure to cleaning agents. Work may take place and require travel in a vehicle to and from off-site indoor and outdoor locations throughout the City.









# For Signature - ResolutionNo09-2022\_ReclassifyChildCareTechnicianToRecreationSpecialist

Final Audit Report

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