



The City of
OKLAHOMA CITY
PERSONNEL DEPARTMENT

420 W. Main, Suite 110
Oklahoma City, Oklahoma 73102

Vacancy

NOTE: City employees are required to receive pay electronically, either direct deposit or paycard.

NOTE: Employee must be flexible; may work irregular work hours and varied workweeks, including weekends and holidays.

NOTE: This position may work up to approximately 32 hours per week.

“PART-TIME TEMPORARY EMPLOYMENT”
(No Benefits)

PARKS PROGRAM SPECIALIST
Salary: \$11.00/Hourly
(Depending on Qualifications)

Interested applicants apply at the Personnel Department, 420 W. Main, Suite 110, Monday through Friday, 8:00 a.m. to 5:00 p.m. Applications with resumes will be accepted from March 2, 2010 until a hiring decision has been made.

JOB SUMMARY

This position is located in the Recreation Division with the Parks and Recreation Department with the City of Oklahoma City and reports to the Field Operations Supervisor. The Parks Program Specialist is responsible for supervising, coordinating and assisting with Parks and Recreation events, activities and/or facilities. **Essential job functions include:** supporting, developing, promoting and/or presenting programs, such as (music, dance, art, craft, cultural, natural science, swimming, sports, etc.) to meet the needs of event, recreation and/or aquatic facilities; scheduling work hours for facility and staff; maintaining required forms, such as time and attendance, inventory list, and a schedule of facility activities; and meeting with assigned staff to discuss and resolve work related problems. The necessary skills, knowledge and ability to perform specific tasks must be acquired prior to assuming the duties of the position

JOB REQUIREMENTS

- Knowledge of recreation, and/or performing arts theaters or related field. (depending on worksite)
- Knowledge of and skill in developing a variety of recreation or related programs.
- Knowledge of safety practices and procedures.
- Skill in presenting ideas and information in a clear and concise manner.
- Skill in written and oral communication using tact and diplomacy.
- Skill in recording and maintaining accurate information.
- Ability to make decisions.
- Ability to supervise.
- Ability to deal tactfully and diplomatically with variety of people of various socioeconomic backgrounds.
- Ability to monitor progress of assigned events.
- Ability to work under pressure.
- Ability to think logically.
- Ability to operate a personal computer utilizing various software packages
- Possession of an Oklahoma Driver License.

WORKING CONDITIONS

- Inside in a climate controlled environment (depending on worksite); subject to sitting, standing, walking or using a telephone for extended periods of time.
- Outside; exposed to heat, cold, rain, snow, humidity, dust, etc.
- Possible exposure to work activities, materials and equipment that may result in burns, cuts, bruises and/or muscle strains.
- Subject to frequent exposure to steady and/or moderate to loud noises generated by participants involved in activities or classes. (depending on worksite)

SEE REVERSE FOR ADDITIONAL INFORMATION

WORKING CONDITIONS (continued)

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of our personnel representative to make arrangements.

- Occasional exposure to grasses, poison oak, poison ivy, trees, mosquito and spider bites, and bee and wasp stings, which may cause allergic reactions.
- Subject to intermittent exposure to wet or slippery floors in center work areas adjoined to or adjacent to pools.
- Subject to working irregular work hours and varied workweeks, including weekends and holidays.
- Subject to local travel on a daily basis.

PHYSICAL REQUIREMENTS

- Arm and hand steadiness and manual finger dexterity enough to use a personal computer keyboard, calculator, telephone, etc.
- Near vision enough to read and generate written documents such as written and machine generated forms, reports, etc.
- Strength enough to lift, pull, push, or carry objects weighing up to 60 lbs., such as audio or video equipment, etc.
- Flexibility enough to bend, twist, reach out and stretch while performing a variety of tasks.
- Speech and hearing enough to communicate effectively in person and/or by telephone.
- Visual color discrimination enough to distinguish color differences or matches on slides, graphics, etc.

FRINGE BENEFITS – No Benefits

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