



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Recreation Assistant DATE OPENED: 3/20/2020

DEPARTMENT: Parks CLOSING DATE: 3/30/2020

If you have any questions about this position vacancy, call: (406) 758 - 5800.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ _____ per _____

PART TIME

SEASONAL

STARTING WAGE: \$ 12.22 per Hour

SALARY AT:

1 YEAR STEP: \$ 12.71 per Hour

2 YEAR STEP: \$ 13.21 per Hour

3 YEAR STEP: \$ 13.48 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

Seasonal position up to 40 hours per week.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Recreation Assistant	Job Code:	05280
Department:	Parks & Recreation	Pay Grade:	Std 10
Reports to:	Recreational Program Manager	FLSA Status:	<input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt

Department Overview: The Recreation Division of the Parks and Recreation Department operates sports leagues and tournaments for all ages. The primary goal of the Department is to strengthen the community by providing recreational choices to enhance fun and healthy lifestyles in a safe facility and at an affordable cost. The Department promotes sports participation and increases community access to programs and events. An ongoing effort is made to provide opportunities to all residents of the community to enhance achievement of healthy lifestyles. Current programs include softball, basketball, flag football, t-ball, pickleball, and volleyball.

Job Summary: The Recreation Assistant performs a variety of tasks to support the sports program, including food concession work, cleaning, scorekeeping, gym monitoring and various tasks given by Recreational Program Manager. Duties of this position are performed at several locations within Flathead County, including but not limited to school gyms and the Conrad Complex.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Operate a concession stand to include customer service, food preparation, monetary payment transactions with a cash register, and maintaining sanitation, health and safety standards
- Distribute information and answer questions about the department's sports activities and programs
- Assist with sports program tasks, such as scorekeeping, gym monitoring or opening/closing the facility, as assigned

Non-Essential Functions:

- Perform other duties as assigned including but not limited to attending staff or safety meetings, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions:

- Frequently required to stand, sit, walk, talk, listen and read.
- The employee is constantly required to use hands to handle and operate tools and objects.
- Occasionally required to climb stairs.
- The employee may occasionally be required to climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The noise level is usually moderate to high.
- Work is performed in various locations of Flathead County at various hours of the day, including weekends.

Supervision Exercised: The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

Knowledge of:

- Basic materials, methods, and equipment used in the preparation of food
- Safe, sanitary, and healthful methods of food preparation

Skill and ability to:

- Follow written and oral communications
- Read, count, and write to accurately complete all tasks
- Operate a cash register, accurately receive payments and handle cash according to department policies and procedures
- Safely operate all equipment necessary to perform the job
- Establish and maintain effective working relationships with supervisor, co-workers, and customers
- Successfully obtain CPR certification

Education and Experience:

Any combination of education or training which indicates possession of the knowledge, skills and abilities listed.

<u>Action:</u>	<u>Date:</u>	<u>Reference:</u>
Approved	03/28/11	Commissioners' Minutes
Revised	07/01/14	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	06/19/17	Position Grade Changes Effective 7/1/2017 (FY18)
Revised	03/18/20	Commissioners' Minutes

