



*City of Colusa City Council*  
**STAFF REPORT**

DATE: August 3, 2010  
TO: Mayor Critchfield and Members of the City Council  
FROM: Jan McClintock, City Manager

**AGENDA ITEM:**

Consideration of a part-time Recreational Aide position description and salary range and authorization for the City Manager to recruit for this position.

**CITY COUNCIL PRIORITIES ADDRESS:**

- Operate and manage the City in a fiscally responsible manner with open, accurate and comprehensible reporting.
- Provide for the quality of life of the residents and businesses

**REQUESTED ACTION:**

Approve the position description and salary range and authorization for the City Manager to recruit for this position.

**BACKGROUND:**

The City's recreational department has programs running 7 days a week. This is a difficult burden on the recreational supervisor, an exempt position, as many of the programs needs assistance or monitoring. This means that the Recreation Supervisor is often called to have work duties a minimum of 6 days a week, often 7 days a week. This type of work schedule is not appropriate.

The City Council recently approved a comprehensive fees schedule that included a template to be used to calculate fees for a recreation program (a copy is included with this staff report). This template was used for the first time to determine the costs of the upcoming youth soccer league. A recreational aide was included in the costs of the program.

Various regional entities were queried to create a position description and salary range that is consistent with other agencies and the City of Colusa's current salary structure.

The position is part-time, 5 - 20 hours per week depending on the current activity levels, and includes weekends and evening hours.

Staff requests your approval for this position.

**BUDGET IMPACT:**

The costs for this position are covered by the programs it will support.

<b>Costs for: Enter Program Name</b>					
<b>Program Dates: From _____ to _____</b>					
<b>Item</b>		<b>Quantity</b>	<b>Unit</b>	<b>Cost</b>	<b>Total</b>
<b>Facility Rental Costs</b>					
<b>Umpires</b>			per game		
<b>Scorekeepers</b>			per game		
<b>LifeGuards</b>			per hour		
<b>Instructor(s)</b>			per pupil or class		
<b>Rec Aides</b>			per hour		
<b>Advertising</b>			per class		
<b>Electricity/Lights</b>			per hour		
<b>Supplies:</b>					
	Balls		each		
	Nets		each		
	Gypsum		per xlb bag		
	Paint		per class		
	Tie Downs		each		
	Red Rock		per xlb bag		
	Scorebooks		each		
	Binders		each		
	Paper/Pencils/Office Supplies		per class		
	Light Bulbs		each		
	Base		each		
	Base Plugs		each		
	Team Shirts		each		
	Championship Shirts		each		
	Restroom Supplies		per class		
	Other Supplies		per class		
<b>Sub Total</b>					<b>Sum</b>
<b>Administrative Overhead*</b>			5% of class costs		
<b>TOTAL Expenses</b>					<b>Sum</b>
<b>Number of Participants</b>			team or individual		

In City Fees			team or individual		
Out of City Fees			team or individual		
Other Revenue			explain		
TOTAL REVENUE					Total Revenue
NET					
* Includes Finance, Administration, and Rec Supervisor costs					

## City of Colusa

### Recreational Aide

#### DEFINITION

Under general supervision, assists with developing, organizing, implementing and leading a broad range of recreational activities and programs for all ages designed to meet the community needs and performs other related work as required.

#### CLASS CHARACTERISTICS

Positions in this class typically have little or no directly related experience and work under immediate supervision while learning job tasks. As an incumbent's responsibilities and breadth of knowledge increase and as they gain experience, they may reasonably expect their position to be reassigned to a position with more responsibility and/or complexity.

#### SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a higher level professional or management position. A Recreation Aide does not have supervisory or lead responsibilities but directs the work of other recreation workers such as scorekeepers, umpires, and lifeguards.

#### EXAMPLES OF DUTIES (Illustrative Only)

Incumbents may be assigned to varying work schedules, including evening and weekend work depending upon the scope of programs.

- Serve as a representative of the City of Colusa, demonstrating a positive, professional manner
- Assists with the development and implementation of various recreation programs, activities and special events
- Provides support with recruiting and hiring new personnel
- Provides training of temporary personnel
- Insuring recreational facilities are clean and operational at all times. Some janitorial services and maintenance duties will be required.
- Assist with the development of flyers, department brochure and newsletters, and distribution of materials as needed

- Prepares reports, surveys, and evaluations as needed for programs
- Assists with purchasing supplies, inventory and stay within budget guidelines as directed by supervisor
- Promotes, develops and maintains positive public relations between the Department and the community with an emphasis on customer service
- Fosters employee's empowerment and a team approach in the delivery of services
- Encourages employees to develop entrepreneurial and innovative ideas
- Responsible for carrying out the mission of the City and the department and adherence to the City and department's organizational values
- Performs other duties and assumes other responsibilities as apparent or as delegated

Other Job Functions:

- May assist with collection of fees and program registration
- Assists with collecting data in the preparation of the annual budget related to recreational programs, activities, services and facilities

## QUALIFICATIONS

Knowledge of:

- Methods and techniques in planning, organizing, and leading recreation programs and activities for all ages groups
- Current first aid and CPR applications (must be obtained within 6 months of date of hire)
- Safe driving and work practices
- Modern office methods and procedures

Skill in:

- Organize and lead recreational activities
- Establish and maintain cooperative working relationships with those contacted in the course of work
- May be assigned varying work schedules, including evenings and weekends dependent on scope of program
- Perform physical work and/or athletic activity related to recreation programs; participation in recreation or sports programs
- Learn recreation hazards, effective safety regulations, precautions and first aid. Perform general clerical duties including typing, keeping statistics, and graphic arts
- Working with minimal supervision
- Coordinating multiple projects and meeting deadlines
- Maintaining positive public relations with emphasis on customer service

Ability to:

- Apply first aid and CPR
- Recognize, prioritize and accomplish needed tasks

- Promote customer service
- Work as part of a team
- Establish and maintain cooperative working relationships with City staff and departments and others contacted in the course of work
- Communicate effectively, both orally and in writing
- Meet the physical, mental and environmental demands of the job
- Follow oral and written directions
- Prepare reports and efficiently maintain accurate records
- Use initiative and exercise sound independent judgment
- Use a personal computer and job-related software applications
- Work independently in the absence of direct supervision
- Use courtesy, tact and firmness in dealing with the public; evaluate alternative solutions and present recommendations; interact with the public effectively and courteously

#### EDUCATION AND EXPERIENCE

Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

Completion of two (2) years recognized college course work in teaching, gerontology, recreation, arts, social science or a closely related field; one (1) year of recent experience in a public service related program or an equivalent combination of training and education and experience which demonstrates the ability to perform the duties required of the class.

#### WORK ENVIRONMENT

The work environment for a Recreational Aid will include:

- Inside and Outside work during all 12 months of the year,
- Weekends and evening hours,
- Lifting objects of up to 50 pounds,
- May be required to sit or stand for long periods of time,
- Stooping, reaching, climbing, twisting and bending will be required,
- Communications with community members over the telephone and in person,
- Manual labor including cleaning.

#### LICENSES

Possession of a valid California Class C driver's license. Must be able to obtain a State of California First Aid/CPR certification within six (6) months from date of hire.