

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: COMMUNITY SERVICES & RECREATION SPECIALIST**

**PERSONNEL COMMISSION APPROVAL:** APRIL 21, 2021 ~~JUNE 19,~~  
**COUNCIL APPROVAL:** 2013 (REVISED)  
**AUGUST 5, 2013**

<b>JOB CODE:</b>	<b>0269</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<u>HBMTMEA</u>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<u><b>EEOC CODE:</b></u>	<u><b>ADMINISTRATIVE SUPPORT</b></u>

**DUTIES-JOB SUMMARY**

Under general supervision, performs a variety of administrative duties related to Community Services operations, including assisting in the development, implementation and administration of a broad range of community services programs; assists in the maintenance of assigned work site; provides oversight for a variety of recreation and sports facilities; oversees the work of part-time/seasonal/recurrent staff.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Community Services Recreation Supervisor or Manager  
Supervises: Part-time staff and volunteers as assigned

**DISTINGUISHING CHARACTERISTICS**

This is a journey-level classification responsible for oversight, development, implementation and administration of a variety of community services activities and events. This classification is distinguished from the Community Services Recreation ~~Supervisor~~Coordinator position in that this classification functions primarily in an administrative support capacity and the latter has direct significant responsibility for program development, supervision and/or advanced and complex administrative functions.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, organizes, oversees and implements a variety of community services programs, events, facility rentals and activities; assists in developing, scheduling and administering community services special events; responds to inquiries from the public regarding programs and facilities;

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Aquatics

- Oversee a year-round pool and two additional outdoor pools during the summer
- Maintain records of certifications for approximately 40 Lifeguards and Swim Instructors
- Conduct monthly in-service trainings for aquatics staff
- Perform quarterly evaluations for part-time staff and gather feedback from participants
- Create marketing materials for aquatics program

Youth Sports

- Oversee multiple sports at various locations throughout the year
- Organize youth sports leagues by holding tryouts, recruiting volunteer coaches, placing participants on teams, ordering uniforms, and scheduling league play
- Conduct frequent trainings for staff and volunteers

Art Center

- Marketing, coordinating, supervising programs and classes at the Art Center
- Recruit and onboard new instructors
- Coordinate and oversee annual summer Art Camp
- Coordinate and oversee grant funded programs and community partnerships
- Report and manage facility maintenance

• Examples of Essential Duties for All Divisions/Sections

- Performs a variety of general administrative support duties, including filing and copying; prepares routine correspondence and reports, composes flyers, schedules of events, pamphlets and brochures, operates a personal computer and uses applicable software to maintain records, prepare reports and other written material;
- Coordinates event arrangements and equipment needs; evaluates and facilitates special requests; oversees a variety of recreation and sports facilities; arranges and operates a variety of recreational equipment; identifies maintenance and safety issues; conducts visual facilities and equipment audits; submits facilities maintenance requests, ensures program facilities are in compliance with City, County and State regulations;
- Applies and interprets City policies and procedures; communicates program regulations and requirements to staff and the public;
- Accounts for and processes program revenues and records; processes a variety of program registration, facility rental, and other activity and event applications;

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- Assists in monitoring of supplies and equipment to maintain adequate program inventory; prepares cost estimates, monitors and controls expenditures;
- Assists in the recruitment/selection/evaluation of part-time/seasonal/recurrent employees; oversees, schedules, trains and evaluates part-time/seasonal/ recurrent staff and volunteers; provides technical assistance to staff;
- Coordinates required safety training as needed; performs basic first aid and assists in emergency situations when required; and, performs related duties and responsibilities as required within the scope of the classification.
- Drives a vehicle on City business.
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- Performs related duties and responsibilities as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Principles and practices of community services program development, marketing, and implementation
- Procedures for maintaining a variety of recreation and leisure activities and programs through community participation
- Recent developments and information related to community services
- Office procedures, methods, and equipment including computers and applicable software applications
- Pertinent federal, state and local laws, codes and safety regulations.

**Ability to:**

- Assist in organizing and coordinating a variety of duties related to playgrounds, facilities, recreation, events and other community services programs

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- Recommend and implement goals and objectives for providing community oriented programs
- Elicit community and organizational support for community services programs
- Maintain accurate records, record and retrieve information; write reports
- Operate personal computer and standard software applications
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively with others both orally and in writing

**Education:** Two (2) years' (60 semester units or 90 quarter units) college-level coursework in recreation administration, physical education, kinesiology, human services or other directly related field. Associate's degree (from an accredited college) is preferred.

**Experience:** Two (2) years' increasingly responsible recreation or community services experience, preferably in a municipal government environment.

**Licenses/Certifications:** ~~Due to the performance of field duties requiring operation of a vehicle, a California Driver's License and an acceptable driving record may be required.~~ Possession of a valid Class C California driver license and an acceptable driving record are required by time of appointment and throughout course of employment.

~~Incumbents must complete Advanced First Aid and CPR training within first six months of hire.~~

Possession of Lifeguard, Water Safety Instructor, Title 22 and/or Lifeguard Instructor Certifications is highly desirable for candidates interested in aquatics positions.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

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The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment combined with outdoor locations. The incumbent uses a computer keyboard and related office equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. Requires hearing and speech to communicate in person, before groups, and over the telephone with co-workers, contractors, and the general public. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, and extreme temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. June 2013  
Rev. Feb. 2021