



CLASSIFICATION TITLE: Parks and Recreation Assistant	JOB NUMBER: 7098	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Parks & Recreation Coordinator or Recreation Supervisor or Recreation Manager	PAY GRADE: 13	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs administrative support work coordinating a variety of recreation activities, programs, events, and facility needs, and related work as apparent or assigned. Work is performed under the moderate supervision of the Parks & Recreation Coordinator or Recreation Supervisor or Recreation Manager ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Provides customer services by answering phones, greeting visitors, providing information receiving and processes requests and complaints; exercises discretion in disseminating information, explaining policies and procedures and speaking as directed for the supervisor in personal and telephone contacts and meetings.
- Assists with the development, implementation and oversight of work orders, preventative maintenance and recreational programs and activities for the department; assists with the coordination of volunteer groups.
- Provides proactive support for all department administrative needs including facility scheduling, print/electronic marketing, budget preparation, accounts payable, rentals, contracts, work orders, preventative maintenance and website maintenance.

- Performs cashiering functions, to include receiving payments, making change, balancing a cash drawer, and preparing and making deposits.
- Proactively administers Parks & Recreation permit processes.
- Provides support to the Parks & Recreation Commission and/or Arts Commission including preparing Commission packets and minutes.
- Provides a variety of general information to the public regarding programming, park and facility maintenance, and when appropriate resolves complaints or sends them to the appropriate personnel.
- Oversees facility needs, provides set-up and storage of tables and chairs as required, including other department resources.
- Coordinates and monitors on-going maintenance for parks and City facilities and janitorial service, assists with electronic security maintenance systems, monitors yearly facility holiday closure schedules and ensures appropriate public/staff notification.
- Coordinates with department staff for procurement and delivery of supplies, materials, tools and equipment for maintenance, recreation activities, athletics, events and office.
- Prepares purchase orders/requisitions, travel arrangements/forms; implements and maintains inventory of department equipment and supplies.
- Facilitates, organizes and maintains electronic and hard copy departments file system.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Applicable health and safety policy, procedures and regulations.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Word processing and desktop publishing software applications used by the City.
- Parks and recreation programming.
- Cashiering, to include making accurate change, reconciling cash drawers and prepare deposits.
- Proper telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Skills and Abilities to:

- Read, learn, interpret, apply and explain laws, codes, regulations, policies and procedures.
- Learn department and program objectives and goals.
- Follow oral and written instructions.
- Follow health and safety regulations.
- Oversee, schedule, organize and implement year-round programs, activities and events.
- Present ideas, rules and activities in a clear and comprehensible manner; ability to make effective verbal presentations at all levels of the organization.
- Collect, compile, analyze and tabulate statistical data; maintain technical records and prepare detailed and statistical reports.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Obtain Food Handler's Permit within three (3) months of hire.
- Valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED

COMPETENCIES**Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes

action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

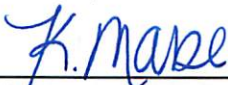
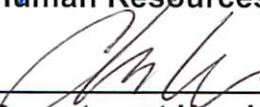

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions; frequently requires standing, walking and lifting; occasionally requires sitting, climbing or balancing and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work occasionally requires wet, humid conditions (non-weather), and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

 Human Resources Director <i>designee</i>	<i>7/22/25</i> Date
 Department Head	<i>7-23-25</i> Date
 City Manager or Authorized Designee	<i>7/23/2025</i> Date