



420 Capitola Avenue Capitola
California 95010
Telephone: (831) 475-7300
FAX: (831) 464-8659
Website: www.cityofcapitola.org

EMPLOYMENT OPPORTUNITY

RECREATION OFFICE ASSISTANT

Salary: \$16.79 - \$20.41 per hour

Part-Time/Seasonal (Approximately 20 hours/week)

Office hours are Mon-Fri, 8:30 am – 4:30 pm; schedule may vary or be negotiable

FILING DEADLINE: Monday, September 25, 2017 by 5:00 pm

SELECTION PROCESS

All properly completed applications will be reviewed and the most qualified candidates will be invited to attend an oral board interview as soon as possible. Additional tests may be required. Applications are available at Capitola Recreation, 4400 Jade Street, Capitola.

DEFINITION

Under general direction, meet the public and assist callers by directing or transferring them to the appropriate person or office; assist public in obtaining various recreation services; assist in the administration of standard operating policies and procedures of the assigned department; perform related clerical and facility-related work as required; assist with brochure and website production and advertising.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- (A) Familiarity with City recreation programs and procedures.
- (B) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices; some knowledge of city services.
- (C) Skill in operation of listed tools and equipment.
- (D) Ability to perform cashier duties accurately, ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

DESIRABLE QUALIFICATIONS:

Any combination of education or experience working in recreation; experience with Word, Publisher, InDesign, Photoshop, and/or similar graphics software; website design and maintenance; marketing; excellent customer service; experience with online registration.

TOOLS & EQUIPMENT USED:

Voice mail; personal computer including word processing, registration, and graphics software; copy machine, postage machine; fax machine, calculator.

EDUCATION AND EXPERIENCE:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as computing, customer service, online services and marketing and (B) one year of increasingly responsible related experience, or any equivalent combination of related education and experience.

SPECIAL REQUIREMENTS:

Valid state driver's license or ability to obtain one.
All recreation department employees must be fingerprinted.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greets visitors and directs them to sources of information, appropriate personnel or offices.
- Gives out standard forms, explains how to complete them, and screens for completeness.
- Answers telephone, providing information and routing calls; takes and relays messages.
- Receives and dispatches mail.
- Types general correspondence, rough drafts and other documents and forms from clear copy.
- Prepares flyers, signs, and handouts for various classes and programs.
- Working with other staff, update and prepare the brochures for print, update the website, and create ads as needed.
- Sets up furniture and moves partitions in order to prepare meeting and activity rooms for scheduled events. Performs minimal basic cleaning as needed throughout the day.
- Performs duties related to facility rentals including: gives out information on facility rental procedures and procurement of insurance, fills out facility use permits, follows up when there are changes or cancellations, schedules staff and custodial service.
- Opens and closes cash drawer, including daily computer close-out.
- Under direction: inputs, edits, cancels, and closes/retires activities; processes refunds; runs end-of-session reports and compiles data for evaluations; adds, edits and deletes instructor information; inputs payments to instructors.
- Receives and processes registration for classes and special activities and registration and rosters for sports.
- Prints contracts and rosters for instructors.
- Performs general clerical and office tasks as needed.
- Under direction: orders supplies and equipment; schedules maintenance and repairs for office machines; works with repairmen and maintenance workers.
- Be of assistance to the Recreation Supervisor, Program Coordinators, Camp Coordinator and Junior Lifeguard Coordinator as needed.

PERIPHERAL DUTIES:

Operates a vehicle to run errands.

WORK ELIGIBILITY:

Under federal law, the City of Capitola may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

NOTIFICATION

If you have been selected for an interview for the position, you will be notified as soon as possible.

Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.



The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.