



City of Milpitas

Announces a job opportunity for Clerical / Recreation Leader IV Part-Time Employment

Working Title: Clerical / Recreation Leader IV
Annual Salary Range: \$10.77 - \$13.92/hour
Final Filing Date: Continuous Until Filled

About the Position

The City of Milpitas Recreation Services seeks enthusiastic individuals for part time Clerical / Recreation Leader IVs for Recreation Programs at all Recreation Facilities. Must be able to work flexible hours between 5:30am-9:15pm Monday-Saturday; 20 - 25 hours/week and limited to 999 hours in a fiscal year (July 1-June 30). Will be required to work nights, weekends, and holidays. Actual work schedule to be determined through agreement with supervisor.

Examples of Duties - duties may include, but are not limited to, the following:

Under direct supervision of a Recreation Services Supervisor, Clerical / Recreation Leader IVs will: answer phone and email inquiries, assist with filing and various office related projects, assist with light cleaning, have knowledge of RecWare Safari and/or ActiveNet Software for registration and memberships, assist with facility and park rentals, assist with customer inquiries and concerns and assist with other related duties. The individual must be able to represent the City of Milpitas Recreation Services in a professional manner and follow the City's and Recreation Services' policies and regulations.

Essential Job Functions

(May include, but are not limited to the following):

- Maintains a professional front desk environment
- Acts immediately and appropriately to ensure customer satisfaction
- Performs various cleaning and maintenance duties as directed to maintain a clean and safe facility
- Prepares and maintains reports
- Understands and enforce facility rules, policies and procedures
- Demonstrates leadership, public relations and decision-making skills.

Working Conditions

Position requires: prolonged sitting; standing; walking on level, uneven and slippery surfaces; reaching; twisting; turning; kneeling; bending; squatting and stooping in performance of daily activities. The position also requires grasping, repetitive hand movements and fine coordination using a computer keyboard and certain tools. Acute hearing is required when providing phone and personal customer service. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Minimum Qualifications

Clerical / Recreation Leader IV

- Minimum age at time of hire is 18 years old.
- Ability to work independently and possess energy and enthusiasm.
- Must have one year experience of clerical or customer service experience.
- Must have current certification in American Red Cross Community, CPR, First Aid and AED Training, or within 60 days of hire date.

Willingness to

Work irregular hours, evenings, and weekends as required

Knowledge and Abilities

The candidate would have knowledge of:

- Principles and practices for providing customer services.
- Office practices and procedures including filing systems and basic record keeping.
- Ability to operate a computer and various programs.

And ability to:

- Learn to follow directions, manuals and diagrams.
- Perform basic math.
- Understand and follow written and oral instructions.
- Follow safety and health regulations.
- Learn the operation of the assigned policies and procedures of the Recreation Department.
- Establish, maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Communicate effectively orally and in writing.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.
- Basic report preparation.
- Basic personnel practices.

Note

Upon selection, additional requirements include:

- Tuberculosis test.
- Valid Social Security card.
- Fingerprint clearance (Department of Justice background check) if 18 years or older.

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.CalOpps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application.

Please submit a completed application and resume (front and back copies of **all** certification cards). The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the examination process. Only those candidates most qualified will be invited to an interview. Verification of other required documentation may be required at a later date.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination and selection process will be made upon request. The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

