

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving new extra-help specialized class specification for Senior Recreation Leader at an hourly salary rate of \$9.00.

The Department of Public Works has experienced increasing difficulty in recent years in staffing its summer day camp programs with qualified help. The Recreation Aide series, even after incumbents gain some work experience, does not usually provide employees interested in on-going work with the summer programs. Rather, this series is almost always staffed by high school and college students who move on to other career interests. The Recreation Aides require a high level of supervision, and even at the III level, they do not function with the degree of independence anticipated for this requested new classification. Also, they do not participate in program development but only monitor the activities. The minimum qualifications have been established with a view to attract experienced applicants, and the proposed hourly rate for this extra-help classification has been requested at a salary level that is believed to be commensurate with these qualifications.

Funds are available within the current Parks and Recreation Division's budget to absorb the cost of this requested new classification.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this new classification and hourly salary rate and attempt to continue operation of the summer programs utilizing the existing extra-help classification of Recreation Aide.
2. Make any changes to this class specification and hourly salary rate as deemed necessary by the Board.

COSTS: (X) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 99-121 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: [Signature]

MARIPOSA COUNTY

JOB TITLE: **Senior Recreation Leader**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general supervision, to plan, coordinate and supervise the County's day camp and other recreation programs; to develop activities in the areas of sports, crafts, nature study, water safety, games, music and other appropriate areas of entertainment focussing primarily on work with youngsters seven to twelve years of age; to respond to public inquiries regarding available programs; to occasionally perform a variety of manual labor tasks as required for the cleaning and maintenance of County facilities; and to do other related work as required. This classification works with a high level of independence and may direct and supervise subordinate Recreation Aides in a lead capacity. Subject to program requirements, positions in this class may be assigned to work irregular hours.

SUPERVISOR: Recreation Program Coordinator

TYPICAL DUTIES

- Supervises day camp programs for groups of fifteen to twenty youngsters ages seven to twelve to maintain safety, order and discipline
- Provides program information, registers participants and handles cash receipts
- Plans and prepares daily program activities
- Responds to individual needs involving illness or administration of first aid
- Resolves parental concerns and complaints
- Trains and supervises subordinate staff
- Evaluates program effectiveness and makes recommendations for program improvements and new programs

MARIPOSA: Senior Recreation Leader

TYPICAL DUTIES (Cont'd)

- Recommends and implements effective public relations and information programs through local media, schools and other public and private support organizations; assists in preparation of publicity materials
- Works with parents and the general community to foster positive support for the division's programs
- Operates a variety of office and audio-visual equipment including personal computers
- Maintains budget control for program services and supplies
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- recreation programs including sports, games, arts and crafts, drama and other outdoor activities
- methods, materials and equipment required for publicity and promotion including use of personal computers
- proper English grammar, punctuation, vocabulary and spelling
- proper safety practices for recreation programs
- principles of program planning and evaluation
- principles of supervision and training
- first aid and general emergency procedures

Ability to:

plan, organize, direct and supervise a variety of recreation activities for all age groups

MARIPOSA: Senior Recreation Leader

Ability to (Cont'd)

- meet the physical requirements necessary to safely and effectively perform the required duties
- communicate effectively with both youth and adults
- understand and independently carry out a variety of oral and written instructions
- establish and maintain effective working relationships with those contacted in the course of work
- train, direct and supervise subordinate employees
- operate a personal computer and other standard office equipment
- maintain accurate records and write clear and concise reports
- work unsupervised and make informed decisions based on established organizational policies and procedures
- work irregular hours including weekends and evenings

MINIMUM QUALIFICATIONS

High school graduation or equivalent, 60 units or 90 semester hours of successfully completed college classes which include course work in recreation or education, and two years of experience working with youth and adults in recreational, educational or service-oriented programs. Additional relevant work experience may be substituted for the required college units on a year-for-year basis. A valid California driver's license, the ability to successfully complete a background check and be fingerprinted, and the ability to obtain Red Cross equivalent first-aid and CPR certification is required.